

AGENDA

BOARD OF MAYOR AND ALDERMEN

December 18, 2007

7:30 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Guinta calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by members of Manchester Crimeline.

CONSENT AGENDA

4. Mayor Guinta advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Accept BMA Minutes

- A. Minutes of meetings held on July 10, 2007 (two meetings); August 6, 2007 (one meeting); August 7, 2007 (two meetings); September 4, 2007 (two meetings); September 24, 2007 (two meetings); October 2, 2007 (three meetings); and October 16, 2007 (four meetings).]
(Note: available for viewing at the Office of the City Clerk and previously forwarded under separate cover to Mayor and Aldermen.)

Accept Funds and Remand for the Purpose Intended

- B. Communication from William Sanders, Finance Officer, advising of a bequest totaling \$765,667.53 from the Estate of Ms. Patricia Stips, a former teacher at Manchester Memorial High School.

Pole Petitions - approve under supervision of the Department of Highways

- C. PSNH Pole Petition #11-1183 located on Sargent Road

Informational – to be Received and Filed

- D. Communication from Virginia Lamberton, Human Resources Director, submitting an actual utilization and costs of the compensation package that each Alderman receives.
- E. Minutes of the Mayor's Utility Coordinating Committee meeting held on November 21, 2007.
- F. Minutes of the MTA Commission meeting held on October 30, 2007 and the Financial and Ridership Reports for October 2007.
- G. Communication from Pamela Goucher, Deputy Planning Director, regarding Planning Board review of Jac-Pac development plans.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

- H. Resolutions:

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Sixty Thousand Dollars (\$60,000) for the FY2006 CIP 214206 Manchester Health Care Access Review Program.”

“Amending the FY2007 Community Improvement Program, authorizing and appropriating funds in the amount of Seventeen Thousand Dollars (\$17,000) for the FY2007 CIP 210607 School Based Dental Services.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand Three Hundred Seventy Six Dollars (\$14,376) for the FY2008 CIP 210208 Homeless Healthcare Program.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Nine Thousand Two Hundred Dollars (\$79,200) for the FY2008 CIP 214008 Cities Readiness Initiative.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Thousand Dollars (\$7,000) for the FY2008 CIP 214108 NACCHO Accreditation Improvement Project.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Fifty Five Thousand Six Hundred Fifty Six Dollars (\$155,656) for the FY2008 CIP 214208 Primary Care for the Homeless Project.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Thousand Four Hundred Forty One Dollars and Forty Four Cents (\$7,441.44) for the FY2008 CIP 411008 NH Sobriety Checkpoint Program.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Dollars (\$225,000) for the FY2008 CIP 713508 South Willow Street Area Improvements Project.”

“Amending the FY2008 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Ninety Thousand Dollars (\$290,000) for the FY2008 CIP 810808 Manchester VISTA Initiative Program.”

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

- I. Advising that it has referred a proposed charter amendment making the School District a department of the City and enabling the Mayor to have control over the form and procedures for preparation and adoption of the School Department budget to the Board of Mayor and Aldermen for further consideration.

(Aldermen O'Neil, Lopez and Forest voted yea; Alderman Smith was opposed; and Alderman DeVries was absent.)

J. Recommending that the Board accept the recommendation by the Mayor's Office on behalf of the Arts Commission to amend Section 32.026 of the Code of Ordinances which would allow alternates to be added to the Arts Commission. The Committee further recommends that it be referred to the Committee on Bills on Second Reading for technical review.
(Unanimous vote with the exception of Alderman DeVries who was absent.)

K. Advising that it has approved the recommendation of City staff to standardize the letterhead, stationery, and business cards used by all City departments.
(Unanimous vote with the exception of Alderman DeVries who was absent.)

L. Advising that it has approved the proposed relocation of MCTV from 530 South Porter Street to 801 Elm Street and recommends that MCTV continue to negotiate a lease agreement with the property owner subject to the review of the City Solicitor and report back to the Board at the next meeting on December 18, 2007.
(Unanimous vote with the exception of Alderman DeVries who was absent.)

M. Advising that it has approved Ordinance:
"Amending §97.34 Encumbrances Prohibited, of the Code of Ordinances of the City of Manchester, providing for exceptions by permit for intermittent placement of signage in the public right-of-way."
and recommends that it be referred to the Committee on Bills on Second Reading for technical review.
(Unanimous vote with the exception of Alderman DeVries who was absent.)

COMMITTEE ON COMMUNITY IMPROVEMENT

N. Recommending that acceptance and expenditure of funds for various projects outlined below:

214206	Manchester Health Care Access Review Program	\$ 60,000.00
210607	School Based Dental Services	\$ 17,000.00
210208	Homeless Healthcare Program	\$ 14,376.00
214008	Cities Readiness Initiative	\$ 79,200.00
214108	NACCHO Accreditation Improvement Project	\$ 7,000.00
214208	Primary Care for the Homeless Project	\$155,656.00
411008	NH Sobriety Checkpoint Program – Revision #1	\$ 7,441.44
713508	South Willow Street Area Improvements Project	\$225,000.00
810808	Manchester VISTA Initiative Program	\$290,000.00

be granted and approved and for such purpose amending resolutions and budget authorizations have been submitted.

(Unanimous vote with the exception of Alderman Duval who was absent.)

- O.** Recommending that a petition for discontinuance of a portion of South Willow Street and a portion of Harvey Road be referred to a Road Hearing on Tuesday, January 22, 2008 at 5:00 PM in the Aldermanic Chambers of City Hall.

(Unanimous vote with the exception of Alderman Duval who was absent.)

- P.** Recommending that a petition for discontinuance of a portion of Second West Back Street be referred to a Road Hearing on Tuesday, January 22, 2008 at 5:00 PM in the Aldermanic Chambers of City Hall.

(Unanimous vote with the exception of Alderman Duval who was absent.)

- Q.** Recommending that a request for a sewer abatement at 870 Hayward Street be granted and approved in the amount of \$132.75 as recommended by EPD.

(Unanimous vote with the exception of Alderman Duval who was absent.)

- R.** Recommending that a request for a sewer abatement at 21 Renard Street be granted and approved in the amount of \$243.00 as recommended by EPD.

(Unanimous vote with the exception of Alderman Duval who was absent.)

- S.** Advising that it has approved transfers within FY2007 CIP #510907 Parks Improvement Project as follows:

Weston Observatory from \$196,000 to \$246,000; and

Valley Cemetery from \$250,000 to \$262,000.

The Committee notes that the transfers occurred prior to formal committee action having been taken. As a result, the Committee has requested of all departments that any variations of current or future CIP projects obtain prior authorization. The Committee further requests that any project anticipated to be over budget shall be report to the Committee immediately.

(Unanimous vote with the exception of Alderman Duval who was absent.)

- T.** Advising that it has asked CIP staff to review the Juvenile Fire Setter Intervention Program and report any anticipated revenue shortfalls to the Board at the next meeting on December 18, 2007.

(Unanimous vote with the exception of Alderman Duval who was absent.)

- U.** Advising that a request by the Police Department to add two undercover vehicles to their vehicle fleet has been approved.

(Unanimous vote with the exception of Alderman Duval who was absent.)

COMMITTEE ON JOINT SCHOOL BUILDINGS

- V. Advising that it has authorized the Department of Highways, Facilities Division to repair the clocks and intercom system at both the Beech Street School and Henry Wilson Elementary School utilizing contingency money for the repairs.
(School Committee Members Beaudry and Gelinas and Aldermen Thibault, Roy and Long voted yea; and School Committee Member Herbert was absent.)

COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC

- W. Advising that it has approved a request of Marcel's Way for use of the Arms lot in conjunction with their 5K Race/Walkathon on Saturday, May 3, 2008.
(Unanimous vote)
- X. Advising that it has approved Ordinance:
"Amending §70.45 of the Code of Ordinances to clarify responsibility of the Parking Division."
and recommends same be referred to the Committee on Bills on Second Reading for technical review.
(Unanimous vote)
- Y. Advising that it has approved Ordinance:
"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.54 by adding new lots, Lake Avenue and Rines Center Lot, eliminating Victory Garage Prepay Rate, establishing a range of event rates for the Pine Lot to allow the Parking Manager to set the rate at a lower level if warranted, and establishing a range of event rates for the Lake Avenue Lot."
and recommends same be referred to the Committee on Bills on Second Reading for technical review.
(Unanimous vote)
- Z. Recommending that regulations governing standing, stopping, parking and operations of vehicles be adopted and put into effect when duly advertised and posted.
(Unanimous vote)

**SPECIAL COMMITTEE ON ALCOHOL AND OTHER DRUGS/
YOUTH SERVICES**

- AA.** Advising that it has requested department heads from CIP, EAP, Health, Library, Mayor's Office, OYS, Police and Schools designate individuals from their respective departments to participate in issues pertaining to this committee.

(Aldermen O'Neil, Pinard and Forest voted yea; Aldermen Duval and Garrity were absent.)

**LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA,
A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE
APPROVED.**

5. Nominations to be presented by Mayor Guinta, if available.
6. Confirmation of the nominations to the Heritage Commission as follows:
Stephanie McLaughlin, term to expire January 1, 2011; and
Kristy Stewart (alternate), term to expire January 1, 2010.
A motion is in order to confirm the nominations as presented.
7. Mayor Guinta advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
8. Mayor Guinta calls the meeting back to order.

OTHER BUSINESS

9. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?

10. Ordinances: (A motion is in order to read by titles only.)

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee.”

“Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking.”

These Ordinances having had their second reading by titles only, the question is on passing same to be Enrolled.

- 11.** Mayor Guinta advises that a motion is in order to recess the regular meeting to allow the Committee on Accounts, Enrollment and Revenue Administration to meet.

- 12.** Mayor Guinta calls the meeting back to order.

- 13.** Report(s) of the Committee on Accounts, Enrollment and Revenue Administration, if available.

Ladies and Gentlemen, what is your pleasure?

- 14.** Mayor Guinta advises that a motion is in order that all matters pending before the present Board of Mayor and Aldermen and its Committees as of January 1, 2008 be referred to the next Board of Mayor and Aldermen.

Ladies and Gentlemen, what is your pleasure?

15. Ordinances: (A motion is in order to read by titles only.)

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee.”

“Amending §70.78 to increase the penalty for parking within 15 feet of a fire hydrant.”

“Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking.”

These Ordinances having had their third and final reading by titles only, the question is on passing same to be Ordained.

16. Resolutions: (A motion is in order to read by titles only.)

“Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Sixty Thousand Dollars (\$60,000) for the FY2006 CIP 214206 Manchester Health Care Access Review Program.”

“Amending the FY2007 Community Improvement Program, authorizing and appropriating funds in the amount of Seventeen Thousand Dollars (\$17,000) for the FY2007 CIP 210607 School Based Dental Services.”

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If the Board so desires, a motion is in order that the Resolutions pass and be Enrolled.

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

- 17. Report of the Committee on Bills on Second Reading recommending that Ordinance:**

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.”

ought to pass.

*(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)
(Tabled 09/05/2006)*

(Note: available for viewing at the Office of the City Clerk and previously forwarded under separate cover to Mayor and Aldermen.)

18. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)

(Tabled 09/05/2006)

(Note: available for viewing at the Office of the City Clerk and previously forwarded under separate cover to Mayor and Aldermen.)

19. Report of the Committee on Community Improvement advising that it has requested staff to prepare documents to provide that the City agree to extend the term on the 2nd mortgage relating to Lowell Terrace Associates property located at the northwest corner of Lowell and Chestnut Streets to coincide with the expiration of the existing first mortgage in 2013.

(Unanimous vote)

(Tabled 05/15/2007. Additional materials provided by Finance enclosed.)

(Note: available for viewing at the Office of the City Clerk and previously forwarded under separate cover to Mayor and Aldermen.)

20. A Majority report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”

be denied at this time.

The Committee notes that the business owner should work with the neighborhood and may return with a petition after addressing issue as noted in a communication from Alderman Garrity enclosed herein.

(Aldermen Garrity, Pinard and Duval in favor. Aldermen Lopez and Gatsas opposed.)

(Tabled 06/05/2007)

(Note: available for viewing at the Office of the City Clerk and previously forwarded under separate cover to Mayor and Aldermen.)

A Minority report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”

ought to pass.

The minority advises that the proposed zoning, in its opinion, is consistent with the highest and best use of the property and that neighborhood concerns can be best addressed through the development process at the Planning Board level, therefore, that such rezoning should be considered subject to the Planning Board approving any plans for development of the property.

S/Alderman Lopez

(Tabled 06/05/2007)

(Note: additional communications from Alderman Garrity and petitions enclosed.)

(Note: available for viewing at the Office of the City Clerk and previously forwarded under separate cover to Mayor and Aldermen.)

21. NEW BUSINESS

- a) Communications
- b) Aldermen

22. If there is no further business, a motion is in order to adjourn.



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk


Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Board of Mayor and Aldermen

From: C. Johnson 
Deputy City Clerk

Date: December 4, 2007

Re: Minutes of meetings

Enclosed for your consideration are minutes of meetings of the Board of Mayor and Aldermen to be considered on the December 18 agenda as follows:

July 10, 2007 (two meetings)
August 6, 2007 (one meeting)
August 7, 2007 (two meetings)
September 4, 2007 (two meetings)
September 24, 2007 (two meetings)
October 2, 2007 (three meetings)
October 16, 2007 (four meetings)

Should you have any questions, please do not hesitate to contact me.





**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

December 12, 2007

Honorable Board of Mayor and Aldermen
C/o Leo Bernier, City Clerk
One City Hall plaza
Manchester, NH 03101

Dear Honorable Board:

This serves to advise that the Manchester School District is in receipt of a bequest totaling \$765,667.53 from the Estate of Ms. Patricia Stips, a former teacher at Manchester Memorial High School.

This bequest is divided as follows:

Memorial High School Scholarship Fund	\$680,593.36
Memorial High School Library	<u>85,074.17</u>
	\$765,667.53

The bequest has been accepted by the Trustees of Trust Funds and the Board of School Committee.

Respectfully submitted,

William E. Sanders
Finance Officer

Cc: Karen DeFrancis

B

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

November 29, 2007

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE
&
VERIZON NEW ENGLAND, INC.**

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one (1) pole(s), 1065/16 located on Sargent Road in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND".

Plan No. 11-1183
Dated: 11/29/2007

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Leah Loranger, Licensing Specialist

VERIZON NEW ENGLAND, INC.

BY: 
Right of Way Department





CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



December 6, 2007

To the Honorable Mayor and Board of Aldermen
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Mayor Guinta and Board of Aldermen:

At your meeting on December 4, 2007, you requested that I provide you with the actual utilization and costs of the "compensation" package that each Alderman receives.

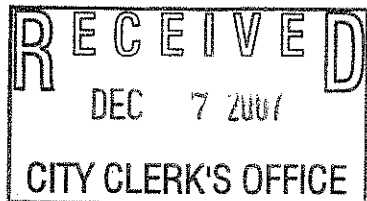
The first sheet represents the total cost per year for both the health and dental insurance, the City's cost and the Alderman's cost for both the health and the dental insurance. The second page identifies each Alderman, what benefits he/she takes and the cost of same. Then I have added in the \$5,000 stipend and then totaled all of the City's share of the providing the health, dental and stipend for each of the Aldermen.

I hope this is the information you wanted. If not, please let me know and I will be happy to provide you with whatever information you need.

Respectfully submitted,

Virginia A. Lamberton
Human Resource Director

Attachments



D

INSURANCE COSTS

PER YEAR EFFECTIVE 7-1-07

Health Insurance

POINT OF SERVICE PLAN

Total Cost:	Single \$ 5,674	Two Person \$11,348	Family \$15,320
City Pays	\$ 4,965	\$ 9,929	\$13,405
Employee	\$ 709	1,418	\$ 1,915

HMO

Total Cost:	Single \$ 4,146	Two Person \$ 8,292	Family \$11,195
City Pays	\$ 3,939	\$ 7,878	\$10,635
Employee	\$ 207	\$ 414	\$ 560

Dental Insurance

Total Cost:	Single \$ 400	Two Person \$ 778	Family \$1,494
City Pays	\$ 341	\$ 661	\$1,270
Employee	\$ 60	\$ 117	\$ 224

D

COMPENSATION PACKAGE

ALDERMEN

<u>Name</u>	<u>Dental</u>	<u>Health</u>	<u>Stipend</u>	<u>Total</u>
DeVries, Betsi	\$ 661		\$5,000	\$ 5,661
Duval, Jerome	\$1,270	\$10,635	\$5,000	\$16,905
Forest, Armand	\$ 341		\$5,000	\$ 5,341
Garrity, Michael	\$1,270	\$13,405	\$5,000	\$19,675
Gatsas, Ted	\$ 661	\$ 9,929	\$5,000	\$15,590
Long, Pat			\$5,000	\$ 5,000
Lopez, Mike	\$ 661		\$5,000	\$ 5,661
O'Neil, Daniel	\$ 661	\$ 9,929	\$5,000	\$15,590
Osborne, Edward	\$ 661	\$ 9,929	\$5,000	\$15,590
Pinard, Real			\$5,000	\$ 5,000
Roy, Mark			\$5,000	\$ 5,000
Shea, William	\$ 661	\$ 7,878	\$5,000	\$13,539
Smith, George	\$ 661	\$ 9,929	\$5,000	\$15,590
Thibault, Henry	\$ 661	\$ 9,929	\$5,000	\$15,590
Total	\$8,169	\$81,563	\$70,000	\$159,732

Rates 12-07

D

MAYOR'S UTILITY COORDINATING COMMITTEE

November 21, 2007

As we head into winter, projects are hustling to be prepared for plowing activities. Paving is scheduled next week on Old Granite Street, Mast Road, Bossie Ave. and Springdale Road, and week after Pine St. and Proctor Rd. are to receive base pavement. Patching activities are ongoing on Candia Road and Cilley Road. Meanwhile, the contractor has enclosed the apartment building at the Families In Transitions project on South Beech so that work can continue through the winter. The drainage project on the fairways of the Derryfield Country Club is progressing nicely, and the Valley Cemetery Rehabilitation Project is all but complete. Utility poles will be set on Brown Avenue early in December to accommodate the Merrimack River Bridge portion of the Airport Access Road.

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The meeting was called to order by Peter Capano at 10:05 AM.

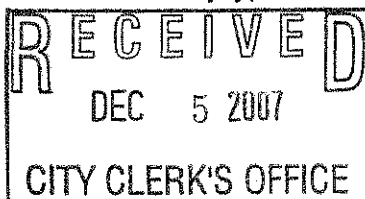
MANCHESTER HOUSING & REDEVELOPMENT

Ward

- #12 Northwest Business Park – Planning Board has approved a 12-lot subdivision, now working with DES regarding wetlands permitting.
- #11 Brown School – An addition will be made to the former school building so as to accommodate 34 units of Elderly Housing. North Branch Construction continues on construction. Painting and other finish work in progress. On October 19th Certificate of Occupancy in hand for 18 units.
- #3 Jac-Pac – A purchase and sales agreement has been signed with Anagnost Companies who have committed to demolition of all buildings and construction of 100,000 S.F. of office and retail store fronts along Queen City Ave. and construction of approx. thirty units of housing at the end of Hancock Street. Elliot Hospital is pursuing due diligence.

STATE PROJECTS

- #6 Candia Road [Bypass 28-I-93] – R.S. Audley is under contract with the N.H.-D.O.T. for this road reconstruction project. All of the job is base paved. Completion expected in Spring of 2008.



E

Ward#

#11 Granite St./F.E.

Everett Trnprk Imprv.

- The NHDOT "C" contract was awarded to Middlesex Corp. of Mass. at \$28,687,750 which includes the City's work on Granite Street between Main St. and the river plus turnpike work. The new southbound lane bridge on the Everett Turnpike is in service. Northbound traffic has been put on the new bridge. The new northbound bridge deck is in place and work is progressing on the northbound on ramp.

The City's Granite St. Bridge Contract was awarded to E.D. Swett, the low bidder at \$11.7 million. The deck on the southern half of the bridge will be placed soon. Contract "E" Granite Street work (Commercial St. to Elm St.) is underway. American Excavators is the contractor.

#8 Airport Access Road

- The NH Department of Transportation's Merrimack River Bridge Crossing phase of the Airport Access Road is underway. HTA has designed the relocation of the Trolley Crossing Pump Station force main for EPD. Beck & Bellucci is the contractor. Work is entering the river.

PLANNING/BUILDING

SUBDIVISIONS

- #12 Woodland Pond** - 77 lot subdivision for single-family homes approved with roads off Countryside Blvd. Work has begun on last phase.
- #1 McLane Way** - Seven unit planned development is under construction. Utilities are complete.
- #6 Grand View Estates** - 15 homes proposed on an extension of Lindstrom Lane is under construction.
- #2 Sky Meadow Way** - 4 unit planned development approved off Currier Drive. Three houses now complete.
- #8 Stanton Street** - Proposal to extend road 300 feet and create eleven building lots has Planning Board approval.
- #12 8 Goffstown Rd.** - Proposal to create a new public street and six single family homes has been approved by the Planning Board.

SITE PLANS

- #3 Chinburg** - Multiple residential townhouses are under construction with three four story towers to follow just south of Fisher Cats Stadium. Some occupancy permits have been issued. Work is "on hold".

Ward#

- #2 166 LaGrange Ave. - Islamic Society Mosque foundation permit issued from Building Department.
- #12 25 Hackett Hill Rd. - The Gables project, 52 units. Three buildings are done, the next one is underway.
- #2 845 Mammoth Rd. - One three story, 10 unit building approved, permit issued.
- #10 800 Second St. - The Planning Board has approved a proposal for a two story 4,748 S.F. A&J Motor Sports auto sales and service facility with parking. Construction is well underway.
- #6 Hobbs Way - Five houses to be built off Bridge Street Extension.
- #5 661 Bell St.
"Vista View" - Combination of 12 handicap access apartments & 26 townhouses. One townhouse is occupied, a building permit has been issued for the third building.
- #9 915 S.Mammoth Rd. - Three self-storage units has Planning Board approval.
- #2 978 Mammoth Rd. - "Mammoth Oaks" 8-unit planned development approved, construction has begun.
- #12 The Neighborhood @ Woodland Pond - 487 Units on 110 acres bordering Goffstown and Hooksett at Hackett Hill approved by Planning Board. Extension of Countryside Blvd. is complete. Townhouses and condos under construction.
- #6 Karatzas Ave. - Three building lots with 200 housing units approved by the Planning Board. Work is underway, some paving has been placed on Karatzas Avenue. Building permits have been issued for townhouses and two of other buildings.
- #6 1207 Hanover St. - Rehabilitation of existing warehouse/retail to 19,500 S.F. with loading and parking. Approved by Planning Board.
- #9 161 So.Beech St. - Four story, 29 unit apartment proposed along with conversion of church to retail space. The building is enclosed, and work will continue through the winter.
- #3 386 Union St. - A 4,000 S.F. one story Laundromat at Lake Avenue has been approved. Building is up, expected completion in Spring '08.
- #9 3 S. Maple St. - A four story, 4,000 s.f., 17 unit apartment building with first floor office space and parking garage approved by Planning Board. The foundation is in and steel is up.
- #8 725 Huse Rd. - The replacement of Harvey Industries with a 157,000 s.f. Lowe's has been approved. Demolition well underway.

Ward#

- #9 775 S. Willow St. - The replacement of a drive-through bank with a fueling facility for Stop n' Shop approved.
- #5 #425 Lake Ave. - Four Seasons Market will be replaced by a new convenience store.
- #8 #622 S. Willow St. - A new "Burger King" restaurant is proposed.
- #8 #688 S. Willow St. - A Citizens Bank is proposed where "Burger King" now sits.
- #4 940/944 Hanover St. - Two non-medical office buildings have Planning Board approval.

Water Works Projects

Water Main Relays

- | | |
|-------------------------------------|----------------|
| A) Spruce – Wilson to Massabesic | Complete |
| B) Jewett – Young to Massabesic | Complete |
| C) Pine – Sagamore to Pennacook | 300 L.F. of 6" |
| D) Reed – Kelley northerly | Complete |
| E) Cedar – Belmont to Hall | Complete |
| F) Poor – Second to Hill | Complete |
| G) Old Granite – Granite to Elm St. | Complete |

PARKS & RECREATION PROJECTS

P&R PROJECTS - FY'07

- #10 Piscataquog
Trailway,
Phase III - This will involve continuation of the trail from S. Main St. to the West Side Ice Arena, continuing from where Phase II ends continuing west. This phase will be designed by VHB and awaits execution of the municipal agreement in October. We are working with the landowner and currently negotiating for an easement through the property. We have come to a verbal, non-formal agreement with Tires Inc. for an easement through their property. We hope to have the agreement drafted and made legal shortly.
- #10 Piscataquog
River Park - Quirk Construction was low bidder for the repair of the Piscataquog River Park. This will restore the fields and trail to their pre-flooding condition. Work is almost complete.

Ward

- #11 Gossler/
Parkside - Currently seeking Kaestle Boos' design services to update and improve the site containing these two school facilities for possible construction in FY '08.
- #4 Derryfield
Country Club - Drainage project to begin late October. Maine Irrigation Systems was the low bidder, work is underway.
- #3 Valley
Cemetery
Rehabilitation - Continued work on the restoration of Valley Cemetery including the Pine Street Gate, Chapel, fence and update/replace miscellaneous utilities as the "Friends of Valley Cemetery" allow, almost complete.
- #12 Black Brook
Dam - The Department is seeking funds in the amount of \$40,000 to begin the process of removal as voted on by the Board of Mayor and Aldermen. Dubois & King to assist us in the engineering, permitting and monitoring of the process. Forty percent (40%) of the anticipated costs will be in-kind services and the balance will come from a State Section 319 Grant from the N.H. Department of Environmental Services. They are working very closely and assisting us with this process. The Watershed Restoration Grant has been completed and has been submitted to the N.H. D.E.S. Demolition now scheduled for 2008.
- #10 Bass Island CEI is redesigning restoration of park. FEMA is paying for work which is expected to resume in the Spring '08.

HIGHWAY DEPARTMENT PROJECTS

Construction Projects

- #5/7 Jewett Street - Work underway on the sewer replacement from Young to Massabesic Street. RD Edmunds is the contractor.
- #6 Is. Pond Road - Hogg Brook culvert replacement work underway.

Reconstruction Projects

- | | | |
|------------------|---|---------------|
| #5 Central St. | - Lincoln to Wilson Street | Underway |
| #4/5 Laurel St. | - Lincoln to Wilson Street | Underway |
| #5 Cedar St. | - Wilson to Hall Street (Sidewalk/St. lighting) | Summer 2008 |
| #5 Belmont St. | - Massabesic to Cedar Street | 2008 |
| #5 Lake Ave. | - Lincoln to Hall Street " " " " | Summer 2008 |
| #5 Lake Ave. | - Belmont to Beacon Street " " " | Summer 2008 |
| #5 Milton St. | - Central to Lake Avenue Reconstruction | Summer 2008 |
| #5 Green St. | - Pine to Beech Street | Underway |
| #5 Cedar St. | - Hall to Belmont Street (reconstruction) | Spring - 2008 |
| #5 Old Falls Rd. | - Spruce to Massabesic St. (reconstruction) | Spring - 2008 |



Ward#

Environmental
Protection Division

I. COHAS BROOK INTERCEPTOR PROJECT – PHASE II

- A. *Contract 2:* (E. Industrial Park to Candia Rd.) Edmunds is working on Proctor Road. The watermain replacement on Proctor Road is complete.
- B. *Contract 3:* Will be bid later this year. 2,000 feet of sewer up bypass from Massabesic traffic circle to Wellington Road. Also a lateral down Lake View Drive.
- C. RFQ's for engineering services on the street now. First construction contract around Lakeshore Drive in Spring of 2009.

II. COMBINED SEWER OVERFLOW PROJECTS

- A) Crescent Road Separation – Working on Pine and Sagamore. Project completion next Spring.
- B) Received draft report for the Valley Cemetery Sewer Replacement Project. Project costs range from \$8 to \$12 million.

III. SEWERS

Mast Road - Drain installation extending into Goffstown now underway.

MANCHESTER – BOSTON REGIONAL AIRPORT

- | | |
|--|--|
| #8 Runway 24 Safety Area Extn. across S. Willow St. | - Project general contractor is Continental Paving, Inc. Work to be completed by late Fall 2007. Traffic is on the new relocated stretch of South Willow Street. |
|--|--|

KEYSPAN ENERGY DELIVERY

- | | |
|---------------------------|---|
| #3 Old Granite St. | - Granite to Elm Street on-going. |
| #9 Brown Ave. | - Trolley Ct. relocate main for Airport Access Road. |
| #3 Pine St. | - Some encroachments related to CSO may require work. |

National Grid has asked the Manchester Highway Department for excavation permits to supply new customers with gas for heating conversions.

Ward#

PSNH

NH-DOT Airport Access Road (Brown Avenue) will require pole replacement, work is scheduled to begin December 3rd. Temporary feed around new bridge abutment requires 75' poles.

MANCHESTER TRAFFIC DEPARTMENT

VERIZON

NEXT MEETING: The next MUCC meeting has been scheduled for Wednesday, Dec. 19th at 10: 00 AM in the **Conference Room, second floor, at the Manchester Water Works.**

Attended Contact List

x	Mr. Don Nourse	PSNH	882-5894 X5230
x	Mr. Karl Franck	Building Dept.	624-6475
x	Mr. Jay Davini	Manchester Highway Dept.	624-6444
x	Mr. Guy Chabot	Manchester Water Works	624-6494
x	Mr. Chris Blue	Fire Department	669-2256
x	Mr. Mike Venti	Airport Authority	624-6539 X520
	Mr. Jody Rivard	Manchester Fire Dept.	669-2256
	Mr. Chuck Deprima	Parks & Recreation Dept.	624-6565 X315
x	Mr. Terry Harlacher	Planning Department	624-6450
x	Ms. Betty Hackett	Verizon	645-2713
	Mr. Paul Shea	Keyspan	231-4970
x	Mr. Mike Jolin	MHRA	624-2111
	Mr. Jim Hoben	Traffic Department	624-6580
	Mr. Alan Poulos	Keyspan	231-6415
	Mr. John Williams	Fire Department	669-2256
	Mr. John O'Rourke	Parks/Recreation/Cemetery	624-6565
x	Mr. Fred McNeill	EPD	624-6341
x	Mr. Jim Mason	Manchester Traffic Dept.	624-6580
	Ms. Judy Paris	Verizon	645-2701
	Mr. Mitch Cady	Manchester Fire Department	669-2259
	Mr. Wayne Hackett	Verizon	645-2713

NOTE: NEW projects for the month will be *italicized/bold* printed.

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**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR
PETER ESCALERA, VICE CHAIR
JOSEPH DESELLE
MAUREEN A. NAGLE
CAROL WILLIAMS

DAVID SMITH
EXECUTIVE DIRECTOR

November 28, 2007

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, November 27, 2007. Enclosed are the approved Minutes of the October 30, 2007 Commission Meeting, October 2007 Financial Report, and October 2007 Ridership Report.

The next scheduled Commission Meeting will be Tuesday, January 8, 2008 at 5:00 PM.

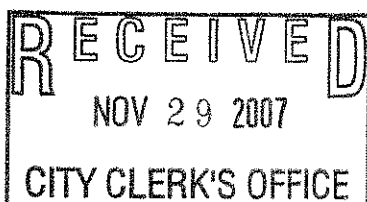
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith
Executive Director

DS:cr

Enclosures



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**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR
PETER ESCALERA, VICE CHAIR
JOSEPH DESELLE
MAUREEN A. NAGLE
CAROL WILLIAMS

DAVID SMITH
EXECUTIVE DIRECTOR

Manchester Transit Authority

October 30, 2007 Commission Meeting

MEMBERS PRESENT:

Chairman John H. Trisciani
Vice Chairman Peter Escalera
Commissioner Maureen A. Nagle
Commissioner Carol Williams

MEMBERS ABSENT:

Commissioner Joseph Deselle

PERSONNEL PRESENT:

David Smith, Executive Director
Karyn Bennett, Assistant Executive Director
William J. Cantwell, Supt. of Administration
John Huber, Operations Planning Manager
Paul Beauregard, Shop Manager

OTHERS PRESENT:

MPD Senior Services Officer Jeff Bolduc
Michael Whitten, First Transit
Joanne Beauregard, ATU Vice President
Louise Gazda, ATU Representative

1. a. Chairman TRISCIANI called the meeting to order at 5:02 PM.
- b. TRISCIANI suspended the regular order of business to allow Officer Bolduc an opportunity to address the Board regarding the Sixth Annual Senior Christmas Light Tour. He explained over the past 5 years they transported 1,500 seniors throughout the City for this event. They are limiting enrollment to 300 people, have a 2-week sign up window, will do a shot gun start, and have a procession down Elm Street to a final location for beverages and pastry. Last year the MTA provided buses and Officer Bolduc requested the MTA's assistance again this year. NAGLE made a motion to provide buses for the Christmas Light Tour.

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Seconded by WILLIAMS. All Commissioners present in favor. Officer Bolduc thanked the Board.

- c. **Approve Minutes of September 25, 2007 Commission Meeting.** WILLIAMS made a motion to approve the Minutes of September 25, 2007 Commission Meeting. Seconded by NAGLE. All Commissioners present in favor.

MANAGEMENT REPORTS

2. a. **Financial Report for September 2007.** WILLIAMS made a motion to approve the Financial Report for September 2007. Seconded by NAGLE.

Transit Operation: CANTWELL reported revenues were \$5,703; (1.70%) less than budget. Farebox, ticket, and shuttle revenues were down \$4,476; (16.01%) against the budget. Farebox income increased and averaged \$849 per day.

Shopping shuttle revenue was posted in October, so will appear on next months' report. Expenses were \$1,355; (2.53%) less than budget. Labor line items were high against the budget due to COA changes. Mechanic labor increased as focus shifted from opening of school to preventive maintenance for transit. The auditing expense was budgeted to be paid in September, but has not been billed yet.

School Operation: CANTWELL reported revenues were \$17,428.00; (9.66%) more than budget. Since October invoices to the School District were adjusted, income now falls in line year-to-date. School expenses were \$16,358; (9.65%) less than budget. Driver over-time labor was high the first week of school to insure smooth opening of school. Maintenance line items fell in line year-to-date.

The balance sheet was reviewed. TRISCIANI noted the new school buses have been paid. CANTWELL stated he would be transferring \$37,000 into the school bus replacement account when the FY 08 grant is drawn down by December 31st.

The check register was reviewed. No questions from the Board.

TRISCIANI commended CANTWELL and his staff for clearing up the Accounts Receivable. CANTWELL replied now that we are billing the School District, the retention balances will be carried over month-to-month.

All Commissioners present in favor of approving September 2007 Financial Report.

b. **Operations Reports for September 2007.**

Transit-School Report:

Transit: BENNETT reported staff met with Mr. Scott Tierno from Southern New Hampshire University (SNHU) to talk about implementing a U-pass program like the we do with NH Community Technical College (NHCTC) to allow students to board the bus free of charge with their student ID's. She and SMITH attended a New Hampshire Transit Association (NHTA) monthly meeting on September 6th. WHITTEN and Training Coordinator Karen Holden attended the annual Airport Emergency Planning Review. They implemented minor changes and updated the MTA's role in their response plans.

School: BENNETT reported we started the first day of school with 74 operators. During the month we successfully licensed 4 operators. She met with representatives from the Fire and Police Departments, Rockingham Ambulance, Elliot Hospital, and Manchester School District to draft procedures on how to handle school bus accidents. Currently, whenever there is an accident the

response is always different on whether or not to bring students to the hospital. We are coordinating to get a plan together. At the end of September there was a "pick of runs" for the school operators effective October 1st. Only a few drivers changed runs, so didn't affect road service. Accident Review meetings, Safety Committee meetings, and weekly meetings with the Athletic Director continue throughout the month.

Transit-School Statistics Ridership Report: HUBER reported ridership this month decreased 8.39% as same month last year. We transported 40,525 passengers in September 2006, this year 37,126 passengers, with 1 less service day. Year-to-date ridership is down 4.73%. Total miles traveled in transit were 35,994 and paratransit 5,215. Sixty-four out of 67 trips sampled ran on time. ESCALERA asked if there has been an increase in ridership on Route 4 – Elliot Hospital route. HUBER replied yes because this bus is now traveling into East Industrial Park Drive hourly. TRISCIANI questioned the school complaints. SMITH explained the School District scratched a number of buses which resulted in a couple of long routes because more students on the buses, but have since added more buses. It is not unusual for September to have a high number of complaints because it is the start-up of school. HUBER stated we would be adding 2 more buses for Mt. Zion (located at former Moore Center Building).

Maintenance Report: BEAUREGARD reported they did 13 transit inspections, 1 E&H inspection, and 1 school inspection. There was 1 school road call, no on-the-job injuries, and they did 20 City repair work orders during the month.

NEW BUSINESS

3. a. **Veterans Day Holiday.** SMITH explained the Veterans Day holiday this year is Sunday, November 11th. He researched the last time Veterans Day fell on Sunday and that was in 2002 and we did not operate the following Monday. The question has come up to him on whether we should remain open on the holiday, celebrated on Monday, November 12th, or close as other governmental agencies.

WILLIAMS made a motion to celebrate the holiday and close Monday, November 12th. Seconded by NAGLE. All Commissioners present in favor.
- b. **Travel Training Program.** SMITH reported HUBER, BENNETT, WHITTEN, and transit operator Joanne Beauregard have been involved in travel training activities at the Manchester Housing complexes. HUBER explained he became involved with the Coordinated Transportation Committee when he started working here. The Committee is comprised of representatives from the Senior Center, 2 elderly residents from senior high-rises, STS, Easter Seals, and Manchester Housing. Their goal is to teach seniors how to use the bus system for doctors appointments, grocery shopping, etc., and get them comfortable to use the buses so they can get out. With the coordinated efforts of WHITTEN, BENNETT, transit operator Joanne Beauregard, and Commissioner WILLIAMS they built a travel training program to teach individuals how to ride the transit buses. They do on the road travel training, teach them how to read the schedules, show them various bus stops along a route, and get them to locations of their choices. So far they trained at 8 senior complexes. SMITH said this is something we want to build on and continue. He explained Granite State Independent Living

(GSIL) wants to partner in some way so we can continue doing the travel training. They have people that do travel training for their clients and are willing to extend that service and assist us.

OLD BUSINESS

4. a. **Service Evaluation.** SMITH reported at the last couple of meetings he has informally relayed his impressions of the success and the problems with our service since implementing the COA changes in July 2007. In September minor service changes were made to alleviate problems on the west side, but the primary problems since July are inadequate running times on the River Road/SNHU, Bedford Highlands, Bridge St/Dartmouth, DW Highway/North Side Plaza, and Airport routes. Following a Customer Service Committee meeting October 10th, WHITTEN did ride checks, got accurate running times during the busiest times of the day, and they now have accurate data on what the actual running times should be. During the Customer Service Committee meeting there was a recommendation by a driver representative that we increase the running times on 4 of the 5 routes by 15 minutes and discussed ways to address this issue without a budget impact. One solution to resolve running time problems on the Airport route is to tie it to the Front Street route and shift the time spent going into the bus terminal on the Airport route to the Front Street before it gets to downtown and save 5 minutes on the Airport leg. SMITH recommended increasing running times by 15 minutes on River Road/SNHU, Bedford Highlands, Bridge St/Dartmouth, and DW Highway/North Side Plaza route. By increasing service an hour (15 minutes to each route) we will have a level of service that is over the original budget by \$120,000 for the remainder of the fiscal year. He realizes this

is quite a risk budget-wise, but doesn't see another option other than consolidating routes in the manner they were before and revert to operating loop routes but that would mean we would be moving backwards. SMITH recommended we move forward and spend the money this year that we need to implement these changes and resolve the running time problems. ESCALERA voiced his concerns about requesting more money for the budget next year. TRISCIANI said we must have the proper documentation to deliver to the Board of Mayor and Aldermen. ESCALERA asked if these changes would guarantee reliability. SMITH said there would be adequate running times in every route whereas now we lack it in 5 routes. NAGLE made a motion on establishing an operating schedule that adds 15 minutes to the running times on each of those 4 routes. Seconded by WILLIAMS. All Commissioners present in favor.

NON PUBLIC SESSION

5. a. **Non Public Session Per RSA's 91-A:3.II. (c) and (e):** At 5:55 PM NAGLE made a motion to go into Non Public Session per RSA's 91-A:3.II. (c) and (e). Seconded by ESCALERA. A roll call was taken. TRISCIANI, ESCALERA, NAGLE, and WILLIAMS voted yea. At 6:20 PM NAGLE made a motion to adjourn Non Public Session. Seconded by WILLIAMS. A roll call was taken. TRISCIANI, ESCALERA, NAGLE, and WILLIAMS voted yea.
- On a motion by NAGLE, seconded by ESCALERA, with all Commissioners present in favor, the regular meeting resumed at 6:21 PM.
- TRISCIANI reported during Non Public Session NAGLE made a motion to accept the proposal from First Transit and consult with Attorney Ellison on seeking a cost analysis from First Transit since this is a single bid situation prior

to awarding the contract. Seconded by WILLIAMS. All Commissioners present in favor. ESCALERA stated First Transit's staff has done a fantastic job for the employees and citizens of Manchester. All present agreed.

OTHER BUSINESS

6. a. **Aldermanic Concerns on Payroll Deduction for Insurance.** SMITH explained at the October 16th Board of Mayor and Aldermen Meeting, Alderman Gatsas questioned our August Minutes regarding payroll deduction for the union-sponsored health insurance plan for part-time employees. After contacting the City Clerk's Office, the Aldermen required a written response which he prepared and forwarded to the City Clerk's Office. The letter clarifies what the minutes left unclear, that the action this Board took was not to establish a payroll deduction on a pretax basis but a post-tax basis. He will appear at the next Aldermanic Meeting.
- b. **Fare Policy for Children Under 5 Years of Age:** SMITH explained we were contacted by Child & Family Services regarding a mother with 3 children under the age of 5 complaining that the cost of transportation is high. We have a policy that 1 child under 5 can ride for free with an adult paying fare and the other children pay the adult fare. If they provided tickets for her and the other 2 children to take 1 child to daycare it would be \$33.00 for the monthly adult pass and 2 student 10-ride tickets each week at \$60.00 per month. It would total \$93.00 per month for them to provide transportation. WHITTEN did a survey of other transit systems and looked at their policies and not many limit the number of children less than 6 years of age. There are only 2 carriers (MTA and Montgomery) that limit it to less than 1 child. He feels this policy should be

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looked at by the Board at a future meeting. NAGLE made a motion to table until the next meeting. Seconded by WILLIAMS. All Commissioners present in favor. WILLIAMS asked if these carriers have the same number of residents in their cities because larger cities have a higher revenue base. SMITH replied many are the same size.

- c. **Elliot & Jac Pac:** SMITH stated he had an appointment to meet with engineers involved in the redevelopment of the Jac Pac site by Elliot Hospital for an Urgent Care Facility. SMITH said he has information that they will not be able to develop that site without access to Elm Street. They are going to need an easement through our property and the question is how we can work with them to do that. SMITH will keep the Board members apprised.
- d. **Wheelchair Tie Downs:** WILLIAMS commended transit operators for their efforts in tying down wheelchair passengers.
- e. **Date for Next Meeting.** Tuesday, October 30, 2007.

With no further business to come before the Board, NAGLE made a motion to adjourn the meeting at 6:37 PM. Seconded by WILLIAMS. All Commissioners present in favor.



Transit

October 2007

Manchester Transit Authority
Income Statement Transit
For the Four Months Ending October 31, 2007

	Current	Budget	YTD	YTD Budget	YTD Net Change
Farebox Revenue					
Farebox Revenue	\$29,458.69	\$19,035.00	\$80,050.08	\$72,615.00	\$7,435.08
Adult Fares	1,869.00	2,300.00	6,813.00	9,200.00	(2,387.00)
Adult Monthly Fares	2,662.00	2,400.00	13,716.00	9,600.00	4,116.00
Senior Citizens Fares	830.00	1,000.00	3,445.00	4,000.00	(555.00)
Senior Citizen Monthly Fare	1,190.00	1,000.00	4,770.50	4,000.00	770.50
Disabled Rider Fare	2,307.04	1,750.00	8,175.80	7,000.00	1,175.80
Student Fares	472.50	850.00	1,250.00	3,400.00	(2,150.00)
Total Farebox and Tickets	38,789.23	28,335.00	118,220.38	109,815.00	8,405.38
Shuttle and Excursions					
Shopping Shuttle	2,520.00	1,260.00	5,100.00	5,040.00	60.00
Excursion Revenue	(25.00)		1,322.00	2,880.00	(1,558.00)
Total Shuttle and Excursions	2,495.00	1,260.00	6,422.00	7,920.00	(1,498.00)
Other Revenue					
Sale of Fuel to City Departments	32,322.99	28,750.00	123,602.26	115,000.00	8,602.26
Sale of Maintenance Service to City	3,842.73	2,000.00	7,382.60	8,000.00	(617.40)
Advertising Revenue-Bus	6,578.00	5,500.00	22,919.00	22,000.00	919.00
Sale of Vehicles and Equipment	1,800.00		1,800.00		1,800.00
Sale of Scrap Materials			152.43		152.43
Interest Income	789.74	750.00	4,581.58	3,000.00	1,581.58
Photo Picture ID Revenue	22.00	25.00	94.00	100.00	(6.00)
Other Non-Transp. Revenue	0.03	25.00	360.06	116.00	244.06
Total Other Revenue	45,355.49	37,050.00	160,891.93	148,216.00	12,675.93
Total Operational Income	86,639.72	66,645.00	285,534.31	265,951.00	19,583.31
Operating Assistance					
City of Manchester	98,059.50	98,060.00	392,238.00	392,240.00	(2.00)
Town of Bedford	3,600.00	3,600.00	14,400.00	14,400.00	
State of New Hampshire	34,000.00		34,000.00	34,000.00	
Federal Operating Subsidy	119,485.00	131,090.00	508,426.00	529,172.00	(20,746.00)
Total Operating Assistance	255,144.50	232,750.00	949,064.00	969,812.00	(20,748.00)
Total Revenue	341,784.22	299,395.00	1,234,598.31	1,235,763.00	(1,164.69)
Expenses					
Labor					
Transit Operator Wages	63,263.69	62,579.00	248,140.00	239,683.00	8,457.00
Transit Operator Overtime Wages	7,300.24	8,009.00	27,758.16	30,577.00	(2,818.84)
StepSaver Operator Wages	11,662.24	14,179.00	46,930.76	53,351.00	(6,420.24)
StepSaver Operator Overtime Wages	4,492.02	2,002.00	12,254.99	7,644.00	4,610.99
Mechanic Wages	10,460.32	13,110.00	50,035.60	49,020.00	1,015.60
Mechanic Overtime Wages			745.03		745.03
Transp. Admin Wages	10,472.63	10,168.00	43,601.09	38,020.00	5,581.09
Transp. Admin Overtime Wages	1,113.13	175.00	3,487.44	700.00	2,787.44
Maint. Admin Wages	4,065.38	4,006.00	13,098.66	14,978.00	(1,879.34)
Maint. Admin Overtime Wages			10.93		10.93
General Admin Wages	9,075.44	7,695.00	32,770.21	28,772.00	3,998.21
Gen. Admin Overtime Wages		113.00	159.39	452.00	(292.61)
Total Labor	121,905.09	122,036.00	478,992.26	463,197.00	15,795.26

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Manchester Transit Authority
Income Statement Transit
For the Four Months Ending October 31, 2007

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Net Change</u>
Fringe Benefits					
Health Insurance Expense	\$45,944.22	\$53,140.00	\$188,933.24	\$216,160.00	(\$27,226.76)
Dental Insurance Expense	1,136.06	1,245.00	5,074.02	4,980.00	94.02
Life Insurance Expense	414.34	676.00	2,226.56	2,704.00	(477.44)
Pension Expense	5,472.00	6,656.00	23,424.00	26,624.00	(3,200.00)
FICA Expense	12,496.28	11,802.00	46,532.00	45,409.00	1,123.00
Worker's Compensation	4,637.00	4,820.00	18,652.27	18,538.00	114.27
Unemployment Compensation	366.00	366.00	1,464.00	1,464.00	
Transit Operator Vacation Wages	5,870.24	5,017.00	26,766.70	20,068.00	6,698.70
Transit Operator Holiday Wages	5,237.70	3,923.00	17,407.18	13,731.00	3,676.18
Transit Operator Sick Wages	4,534.77	3,923.00	11,321.22	15,692.00	(4,370.78)
Mechanic Vacation Wages	1,426.53	1,395.00	5,907.04	5,580.00	327.04
Mechanic Holiday Wages	1,659.81	1,224.00	5,291.45	4,896.00	395.45
Mechanic Sick Wages	678.36	94.00	730.56	376.00	354.56
Transp. Admin Vacation Wages	1,212.63	1,258.00	5,374.59	5,032.00	342.59
Transp. Admin Holiday Wages	401.95	1,382.00	4,362.98	5,528.00	(1,165.02)
Transp. Admin Sick Wages	528.69	674.00	1,684.26	2,696.00	(1,011.74)
Maint. Admin Vacation Wages	832.00	827.00	3,309.18	3,308.00	1.18
Maint. Admin Holiday Wages	249.56	563.00	1,792.93	2,252.00	(459.07)
Maint. Admin Sick Wages		99.00	8,225.92	396.00	7,829.92
Gen Admin. Vacation Wages	755.00	828.00	3,020.06	3,312.00	(291.94)
Gen. Admin Holiday Wages	420.10	843.00	2,784.85	3,372.00	(587.15)
Gen. Admin Sick Wages	169.93	149.00	325.29	596.00	(270.71)
Transit Uniform Allowance	330.85	779.00	1,533.32	3,116.00	(1,582.68)
Maintenance Uniform Allowance	395.67	448.00	1,635.94	2,971.00	(1,335.06)
Tool Allowance		100.00	1,992.00	400.00	1,592.00
License Reimbursement		42.00	10.00	168.00	(158.00)
Burden Adjustment	(14,699.63)	(15,580.00)	(47,593.23)	(61,258.00)	13,664.77
Total Fringe Benefits	80,470.06	86,693.00	342,188.33	348,111.00	(5,922.67)
Services					
Management Consultant	11,753.29	12,917.00	49,384.86	51,668.00	(2,283.14)
Commissioner Expense	2.74	83.00	59.05	332.00	(272.95)
Auditing Expense		2,000.00		6,000.00	(6,000.00)
Legal Expense	22.00	583.00	541.20	2,332.00	(1,790.80)
Service Bureau	150.93	630.00	533.45	2,520.00	(1,986.55)
Security Service	39.36	83.00	545.77	332.00	213.77
Outside Advertising	1,049.80	417.00	4,155.82	1,668.00	2,487.82
Drug & Alcohol Testing	297.00	583.00	297.00	2,332.00	(2,035.00)
Pre-Employment Medical	318.60	83.00	367.34	332.00	35.34
Janitorial Service and Supplies	543.34	667.00	2,813.53	2,668.00	145.53
Bank Service Charges	469.11	650.00	1,981.21	2,600.00	(618.79)
Total Services	14,646.17	18,696.00	60,679.23	72,784.00	(12,104.77)
Materials and Supplies					
Fuel Operations	25,911.37	21,820.00	92,268.19	83,447.00	8,821.19
Sale of Fuel to City Departments	30,687.97	28,125.00	115,437.65	112,500.00	2,937.65
Maintenance Parts	2,180.99	10,540.00	16,697.43	40,659.00	(23,961.57)
Purchase Discounts	(49.22)	(250.00)	(519.11)	(1,000.00)	480.89
Tires Expense	1,021.60	1,180.00	6,193.46	4,514.00	1,679.46
Oil and Grease	188.78	397.00	1,240.12	1,518.00	(277.88)
Maintenance Supplies	1,409.60	863.00	3,059.17	3,446.00	(386.83)
Body Shop Supplies	685.49	720.00	2,478.51	2,880.00	(401.49)

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Manchester Transit Authority
Income Statement Transit
For the Four Months Ending October 31, 2007

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Hazardous Materials		\$90.00		\$360.00	(\$360.00)
Outside Parts and Labor	50.00	83.00	200.00	332.00	(132.00)
Repairs-Inner City Terminal		250.00		1,000.00	(1,000.00)
Repairs-Building and Grounds	1,820.01	883.00	4,137.05	3,536.00	601.05
Repairs-Shop Equipment	675.42	270.00	1,537.41	1,080.00	457.41
Repairs-Radio Equipment		42.00		168.00	(168.00)
Repairs-Office Equipment	328.74	367.00	1,374.58	1,468.00	(93.42)
Office Supplies	897.81	917.00	2,476.39	3,668.00	(1,191.61)
Transit Schedules and Tickets	949.80	1,250.00	3,584.80	5,000.00	(1,415.20)
Total Materials and Supplies	66,758.36	67,547.00	250,165.65	264,576.00	(14,410.35)
Utilities					
Electricity	1,489.97	1,988.00	6,272.80	7,952.00	(1,679.20)
Natural Gas	40.10	50.00	157.03	200.00	(42.97)
Telephone	582.77	663.00	2,541.19	2,652.00	(110.81)
Water	178.55	159.00	634.96	636.00	(1.04)
Total Utilities	2,291.39	2,860.00	9,605.98	11,440.00	(1,834.02)
Insurance					
Public Liability Insurance	11,361.00	11,969.00	45,440.00	47,876.00	(2,436.00)
Other Liability	885.00	1,204.00	3,547.64	4,816.00	(1,268.36)
Total Insurance	12,246.00	13,173.00	48,987.64	52,692.00	(3,704.36)
Other Expenses					
Dues and Memberships		83.00	172.54	332.00	(159.46)
Tolls and Parking			10.00		10.00
Training and Meetings	253.52	250.00	885.71	1,000.00	(114.29)
Grievance Expense		38.00		152.00	(152.00)
Depreciation	36,000.00	36,000.00	144,000.00	144,000.00	
Total Other Expenses	36,253.52	36,371.00	145,068.25	145,484.00	(415.75)
Total Expenses	334,570.59	347,376.00	1,335,687.34	1,358,284.00	(22,596.66)
Net Income (Loss)	7,213.63	(47,981.00)	(101,089.03)	(122,521.00)	21,431.97

F



School

October 2007

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Manchester Transit Authority
Income Statement School
For the Four Months Ending October 31, 2007

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Net Change</u>
Student Transportation					
Pupil Contract	\$132,400.58	\$166,709.00	\$655,656.33	\$666,836.00	(\$11,179.67)
Manchester Skill Center	3,534.45	10,598.00	39,585.30	42,392.00	(2,806.70)
Special Needs	11,310.00	13,572.00	45,240.00	49,764.00	(4,524.00)
Total Student Transportation	147,245.03	190,879.00	740,481.63	758,992.00	(18,510.37)
School Charter					
Student Athletics	22,161.60	17,000.00	43,745.55	40,500.00	3,245.55
Student Fieldtrips	16,164.60	9,000.00	23,481.45	22,000.00	1,481.45
Total School Charters	38,326.20	26,000.00	67,227.00	62,500.00	4,727.00
Other Revenue					
Sale of Vehicles and Equipment			4,000.00		4,000.00
Interest Income	136.75	100.00	1,277.82	400.00	877.82
Other Non-Transp. Revenue	0.30		930.30		930.30
Total Other Revenue	137.05	100.00	6,208.12	400.00	5,808.12
Total Operational Income	185,708.28	216,979.00	813,916.75	821,892.00	(7,975.25)
Expenses					
Labor					
School Operator Wages	101,860.70	111,503.00	225,936.34	232,665.00	(6,728.66)
School Operator Overtime Wages	5,969.47	3,483.00	11,459.07	7,360.00	4,099.07
Transit Operator Wages		290.00		529.00	(529.00)
Transit Operator Overtime Wages	160.43		233.76		233.76
Mechanic Wages	11,420.28	10,945.00	37,040.08	40,925.00	(3,884.92)
Transp. Admin Wages	9,248.25	8,005.00	30,975.34	29,932.00	1,043.34
Transp. Admin Overtime Wages	353.14	408.00	925.66	1,632.00	(706.34)
Maint. Admin Wages	4,024.16	3,725.00	10,522.73	13,928.00	(3,405.27)
General Admin Wages	3,889.80	4,334.00	14,166.92	16,205.00	(2,038.08)
Gen. Admin Overtime Wages		32.00		128.00	(128.00)
Total Labor	136,926.23	142,725.00	331,259.90	343,304.00	(12,044.10)
Fringe Benefits					
Health Insurance Expense	(492.73)		1,518.91		1,518.91
Dental Insurance Expense	(288.67)		102.00		102.00
FICA Expense	11,077.33	10,188.00	21,416.33	23,511.00	(2,094.67)
Worker's Compensation	3,159.00	4,458.00	12,632.84	9,383.00	3,249.84
School Operator Holiday Wages	745.90	556.00	1,337.25	556.00	781.25
School Uniform Allowance	227.99	547.00	645.97	2,188.00	(1,542.03)
Maintenance Uniform Allowance			50.00		50.00
Tool Allowance			408.00		408.00
License Reimbursement	240.00	250.00	1,360.00	1,000.00	360.00
Burden Adjustment	14,699.63	15,580.00	47,593.23	61,258.00	(13,664.77)
Total Fringe Benefits	29,368.45	31,579.00	87,064.53	97,896.00	(10,831.47)
Services					
Management Consultant	11,753.29	12,917.00	49,384.87	51,668.00	(2,283.13)
Commissioner Expense	2.74	83.00	52.54	332.00	(279.46)
Auditing Expense				6,000.00	(6,000.00)

F

Manchester Transit Authority
Income Statement School
For the Four Months Ending October 31, 2007

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Net Change</u>
Legal Expense	\$33.00	\$583.00	\$811.80	\$2,332.00	(\$1,520.20)
Service Bureau	3,760.94	1,045.00	4,224.45	4,180.00	44.45
Security Service	59.04	125.00	818.40	500.00	318.40
Outside Advertising		833.00	576.54	3,332.00	(2,755.46)
Driver and Criminal Record	465.25		1,290.50		1,290.50
Drug & Alcohol Testing	1,489.50	667.00	1,813.50	2,668.00	(854.50)
Pre-Employment Medical	1,593.00	250.00	1,946.30	1,000.00	946.30
Janitorial Service and Supplies	543.38	667.00	2,813.61	2,668.00	145.61
Total Services	19,700.14	17,170.00	63,732.51	74,680.00	(10,947.49)
Materials and Supplies					
Fuel Operations	27,485.10	24,784.00	52,181.55	51,827.00	354.55
Maintenance Parts	9,107.23	6,854.00	19,804.12	14,333.00	5,471.12
Tires Expense	2,146.68	1,926.00	6,967.51	4,028.00	2,939.51
Oil and Grease	483.37	384.00	1,061.82	803.00	258.82
Maintenance Supplies	626.55	720.00	3,138.22	2,880.00	258.22
Body Shop Supplies	379.81	613.00	1,757.76	2,452.00	(694.24)
Hazardous Materials		77.00		308.00	(308.00)
Outside Parts and Labor		83.00		332.00	(332.00)
Repairs-Building and Grounds	1,489.12	783.00	3,413.88	3,132.00	281.88
Repairs-Shop Equipment	63.14	230.00	666.30	920.00	(253.70)
Repairs-Radio Equipment		42.00		168.00	(168.00)
Repairs-Office Equipment	280.06	300.00	1,148.88	1,200.00	(51.12)
Office Supplies	692.70	750.00	1,821.25	3,000.00	(1,178.75)
School Schedules and Tickets	170.20	167.00	170.20	668.00	(497.80)
Total Materials and Supplies	42,923.96	37,713.00	92,131.49	86,051.00	6,080.49
Utilities					
Electricity	1,269.25	1,763.00	5,236.97	7,052.00	(1,815.03)
Natural Gas	32.81	50.00	135.09	200.00	(64.91)
Telephone	496.45	588.00	2,122.55	2,352.00	(229.45)
Water	152.10	141.00	530.44	564.00	(33.56)
Total Utilities	1,950.61	2,542.00	8,025.05	10,168.00	(2,142.95)
Insurance					
Public Liability Insurance	14,335.00	15,949.00	57,331.00	63,794.00	(6,463.00)
Other Liability	741.00	1,009.00	2,962.98	4,036.00	(1,073.02)
Total Insurance	15,076.00	16,958.00	60,293.98	67,830.00	(7,536.02)
Other Expenses					
Dues and Memberships		292.00	283.81	1,168.00	(884.19)
Tolls and Parking	13.50		20.00		20.00
Training and Meetings	38.11	417.00	1,563.44	1,668.00	(104.56)
Grievance Expense		38.00		152.00	(152.00)
Depreciation	20,114.92	21,000.00	83,114.92	84,000.00	(885.08)
Total Other Expenses	20,166.53	21,747.00	84,982.17	86,988.00	(2,005.83)
Total Expenses	266,111.92	270,434.00	727,489.63	766,917.00	(39,427.37)
Net Income (Loss)	(80,403.64)	(53,455.00)	86,427.12	54,975.00	31,452.12

F

Commissioners Memorandum

To: Commissioners
From: Michael Whitten, Interim Operations Planning Manager
Date: November 27, 2007
Re: Transit Ridership Report – October 2007



October

FYTD

<u>Routes</u>	Weekdays Saturdays	FY 2007 22	FY 2008 23	% Change	FY 2007	FY 2008 63	% Change
		4	4			13	
Bridge St-Dartmouth Route #1			1,780			5,946	
Hanover-Massabesic Route #2			3,387			11,594	
Brown Ave-Airport Route #3			2,702			9,899	
Elliot-Industrial Park Route #4			2,751			8,981	
River Rd-SNHU Route #5			1,862			5,831	
Bremer-Mast Rd Route #6			3,966			13,133	
VA Hospital Route #7			1,609			5,644	
So. Willow Route #8			6,118			18,357	
DW Highway Route #9			1,062			3,436	
Valley-Weston Rd. Route #10			4,500			14,175	
Front St. Route #11			2,322			7,955	
So. Beech Route #12			4,595			14,080	
Bedford Highlands Route #13			5,532			18,629	
UPass Riders - NHCTC		593	839	41.48%	1,263	2,366	87.33%
Vista Shuttle		335	200	-40.30%	1,092	892	-18.32%
Hannaford Shuttle		621	470	-24.32%	2,130	1,618	-24.04%
Stop & Shop Shuttle		120	159	32.50%	678	497	-26.70%
Weekday Fixed Route Totals		38,495	43,015	11.74%	140,919	142,238	0.94%
Saturday Fixed Route Totals		3,119	3,735	19.75%	16,405	14,725	-10.24%
MTA Specials & Excursions		0	0	100.00%	77	101	31.17%
Fixed Route Weekday Average		1,750	1,870	6.88%	6,435	1,515	-76.46%
Total Transit Passengers Served		41,614	46,750	12.34%	157,401	157,064	-0.21%
Total StepSaver Passengers Served		1,061	1,187	11.88%	3425	4,214	23.04%

The attached graph shows system-wide ridership trends.


Michael Whitten
Interim Operations Planning Manager

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Ridership Comparison Report October

Routes

FY 2008		FY 2008			FY 2007			FY 2008			FY 2007			FY 2008			FY 2007			FY 2008			FY 2007		
		23			4			23			4			63			13			63			13		
		% Change			% Change			% Change			% Change			% Change			% Change			% Change			% Change		
Brown Ave-Airport Route #3	Airport- Route #1																								
Hanover-Massabesic Route #2	Gofffalls Route #3																								
Elliot-Industrial Park Route #4	Lake-Hanover St. Route #2																								
	Page-Elliot Route #4																								
	Pinard-Bremer Route #5																								
Bremer-Mast Rd Route #6	Gossler-St. Anselm Route #6																								
Bridge St-Dartmouth Route #1																									
VA Hospital Route #7	VA Hospital Route #7																								
So. Willow Route #8	So. Willow Route #8																								
River Rd-SNHU Route #5																									
DW Highway Route #9	DW Highway-River Rd Route #9																								
Valley-Weston Rd. Route #10	Valley-Weston Rd. Route #10																								
Front St. Route #11	Front St. Route #11																								
So. Beech Route #12	So. Beech Route #12																								
Bedford Highlands Route #13	Bedford Mall Route #13																								

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Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

December 12, 2007

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Jac Pac property

Dear Mayor Guinta and Board Members:

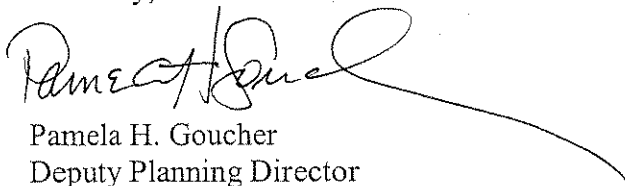
This letter is in response to a request by you regarding Planning Board review of the Jac-Pac development plans.

I have spoken with the Chair and with Planning Board members and they are willing to consider a special meeting for the Jac-Pac project. The Board is aware of the significance of this project and the desire by the BMA to have the developer close on the property as quickly as possible. Since neither the Planning Board nor the planning staff have seen any plans (other than conceptual presentations), we do not yet know what type and how many applications will be filed. In the near future, we expect Dick Anagnost to request a meeting with planning and building staff to help him determine what approvals he will need, and we will accommodate his schedule for that. If it is determined that variances are necessary and the developer would like a joint meeting with the ZBA, the Planning Board is open to that request also.

The Chair has asked me to keep him informed once we have seen some plans, and we will work with him, the developer, and the Planning Board to determine a date for a public hearing.

Should you have any questions, please feel free to contact me.

Sincerely,



Pamela H. Goucher
Deputy Planning Director

C: Todd Connors, P.E.
Planning Board Chair

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov



City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Sixty Thousand Dollars (\$60,000) for the FY2006 CIP 214206 Manchester Health Care Access Review Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of Federal, State and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional donations in the amount of \$60,000 from various foundations to continue examining access to health care services in Manchester;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By increasing:

FY2006 CIP 214206 – Manchester Health Care Access Review Program - \$60,000 Other
(from \$150,000 to \$210,000)

Resolved, that this Resolution shall take effect upon its passage.

H-16

City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Amending the FY 2007 Community Improvement Program, authorizing and appropriating funds in the amount of Seventeen Thousand Dollars (\$17,000) for the FY2007 CIP 210607 School Based Dental Services."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2007 CIP as contained in the 2007 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional funds from the State of New Hampshire Department of Health and Human Services to implement school based dental services in Manchester;

NOW, THEREFORE, be it resolved that the 2007 CIP be amended as follows:

By increasing:

FY2007 CIP 210207 – School Based Dental Services - \$17,000 State
(from \$20,000 to \$37,000)

Resolved, that this Resolution shall take effect upon its passage.

H-120

City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand Three Hundred Seventy Six Dollars (\$14,376) for the FY2008 CIP 210208 Homeless Healthcare Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional grant funds from the U.S. Department of Health and Human Services Health Resources and Services Administration to implement health care services for homeless persons in Manchester;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By increasing:

FY2008 CIP 210208 – Homeless Healthcare Program - \$14,376 Federal
(from \$320,000 to \$334,376)

Resolved, that this Resolution shall take effect upon its passage.

11-16

City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Nine Thousand Two Hundred Dollars (\$79,200) for the FY 2008 CIP 214008 Cities Readiness Initiative."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$79,200 from the State of New Hampshire Department of Health and Human Services for the implementation of the Cities Readiness Initiative;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY 2008 CIP 214008 – Cities Readiness Initiative - \$79,200 State

Resolved, that this Resolution shall take effect upon its passage.

H + 16

City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Thousand Dollars (\$7,000) for the FY 2008 CIP 214108 NACCHO Accreditation Improvement Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$7,000 from the National Association of County and City Health Officials for the implementation of the NACCHO Accreditation Improvement Project;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY 2008 CIP 214108 -- NACCHO Accreditation Improvement Project - \$7,000 State

Resolved, that this Resolution shall take effect upon its passage.

H-16

City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Fifty Five Thousand Six Hundred Fifty Six Dollars (\$155,656) for the FY 2008 CIP 214208 Primary Care for the Homeless Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$155,656 from the State of New Hampshire Department of Health and Human Services for the implementation of the Primary Care for the Homeless Project;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY 2008 CIP 214208 – Primary Care for the Homeless Project - \$155,656 State

Resolved, that this Resolution shall take effect upon its passage.

H + 16

City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

“Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Thousand Four Hundred Forty One Dollars and Forty Four Cents (\$7,441.44) for the FY2008 CIP 411008 NH Sobriety Checkpoint Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional funds from the New Hampshire Highway Safety Agency for conduction of additional sobriety checkpoints;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By increasing:

FY2008 CIP 411008 – NH Sobriety Checkpoint Program - \$7,441.44 State
(From \$12,000 State to \$19,441.44 State)

Resolved, that this Resolution shall take effect upon its passage.

H + 16

City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Dollars (\$225,000) for the FY2008 CIP 713508 South Willow Street Area Improvements Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a developer contribution in the amount of \$225,000 to be used for future infrastructure improvements in the South Willow Street area;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY2008 CIP 713508 – South Willow Street Area Improvements Project - \$225,000 Other

Resolved, that this Resolution shall take effect upon its passage.

H-116

City of Manchester New Hampshire

In the year Two Thousand and Seven

A RESOLUTION

"Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Ninety Thousand Dollars (\$290,000) for the FY2008 CIP 810808 Manchester VISTA Initiative Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional Federal funds in the amount of \$290,000 for the continuation of the VISTA Program;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY2008 CIP 810808 – Manchester VISTA Initiative Program - \$290,000 Federal

Resolved, that this Resolution shall take effect upon its passage.

17 + 16

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has referred a proposed charter amendment making the School District a department of the City and enabling the Mayor to have control over the form and procedures for preparation and adoption of the School Department budget to the Board of Mayor and Aldermen for further consideration.

(Aldermen O'Neil, Lopez and Forest voted yea; Alderman Smith was opposed; and Alderman DeVries was absent.)

Respectfully submitted,

Leo R. Bernier

Clerk of Committee

Amend the Charter of the City of Manchester, New Hampshire to provide that the school district shall be a department of the City and that the mayor shall have control over the form and procedures for preparation and adoption of the school department budget.

Article IV. School and School Committee, section 4.01 school district shall be amended to read as follows:

The school district is hereby incorporated as a department of the City of Manchester. The City of Manchester, a municipal corporation, shall constitute a single school district. The Board of School Committee shall administer the school department. Except as otherwise provided by law the school department shall be subject to the same duties, responsibilities, ordinances and regulations as other city departments. Wherever this charter refers to the school district, school district shall also mean school department.

Article VI. Budgets and Appropriations, section 6.03 (a) Budget Formulation, Submission and Message shall be amended to read as follows:

The mayor shall establish the form and organization of procedures for preparation and adoption of the annual budget, including the school department budget, the capital improvement budget, and other budget instruments and plans for future fiscal periods as the mayor deems appropriate and which shall conform to all city ordinances concerning budgets and fiscal matters. Such procedures shall require that all budgets include all proposed expenditures according to general objects of expenditure and the proposed use and all anticipated revenue.

Article VI. Budgets and Appropriations, section 6.06 School District Budget shall be amended to read as follows:

The school committee shall prepare and submit its budget proposal. The budget shall be subject to the approval of the board of mayor and aldermen. The budget shall be submitted in accordance with the budget form, organization of procedures and schedule established by the mayor under Section 6.03 (a). The board of mayor and aldermen shall accept such budget as submitted, or reject it and return it to the school committee along with the explanation for rejection and the maximum dollar amount which the board of mayor and aldermen will approve. The school committee shall then submit a revised budget which shall not exceed the maximum dollar amount established by the board of mayor and aldermen. The school committee shall administer, expend and account for the funds approved by the board of mayor and aldermen and shall have the exclusive authority to transfer funds among line items in the school budget.

Article VI. Budgets and Appropriations, Section 6.08 shall be amended to read as follows:

The board of mayor and aldermen may provide by ordinance any additional procedures for administering of the budget, including the budget of the school department.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the Board accept the recommendation by the Mayor's Office on behalf of the Arts Commission to amend Section 32.026 of the Code of Ordinances which would allow alternates to be added to the Arts Commission.

The Committee further recommends that it be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote with the exception of Alderman DeVries who was absent.)

Respectfully submitted,



Clerk of Committee



DRAFT

Amend section 32.026 of the Code of Ordinances by deleting same and replacing it with a new section 32.026 as follows:

32.026 APPOINTMENT OF MEMBERS

(A) The Mayor shall, in the month of September, 1937, nominate five citizens of the city who are qualified in matters of art for the Arts Commission. When the nominations are confirmed by the Board of Mayor and Aldermen, the nominees shall become members of the Arts Commission and hold office until their successors have been elected and qualified.

(B) ALTERNATES. The Mayor may nominate two (2) citizens to serve as alternate members of the Arts Commission, subject to confirmation by the Board of Mayor and Aldermen. The terms of any alternate member shall be three years and shall expire on December 1. Alternate members shall only participate upon the call of the chairperson when a regular member is absent.



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has approved the recommendation of City staff to standardize the letterhead, stationery, and business cards used by all City departments.

(Unanimous vote with the exception of Alderman DeVries who was absent.)

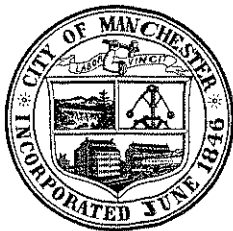
Respectfully submitted,



Clerk of Committee

K

(Information Optional imprint)
Director



(Information Optional Imprint)
Deputy Director

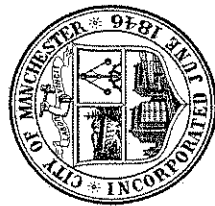
CITY OF MANCHESTER
(Department Name imprint)

Letterhead #1

Printed on:

**Strathmore 24lb
Ivory**

K



Office of City Clerk
City of Manchester
One City Hall Plaza
Manchester NH 03101

Chosen Envelope

K



CITY OF MANCHESTER
Department of Highways

MELINDA SALOMONE-ABOOD
Purchasing Agent

227 Maple Street, Manchester NH 03103
(603) 624-6444 FAX: (603) 624-6487
E-Mail: msalomone-abood@manchesternh.gov
Website: www.manchesternh.gov

Chosen Business Card



CITY OF MANCHESTER
Department of Highways

MELINDA SALOMONE-ABOOD
Purchasing Agent

227 Maple Street, Manchester NH 03103
(603) 624-6444 FAX: (603) 624-6487
E-Mail: msalomone-abood@manchesternh.gov
Website: www.manchesternh.gov

Recommended Business Card

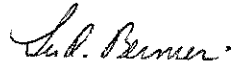
K

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has approved the proposed relocation of MCTV from 530 South Porter Street to 801 Elm Street and recommends that MCTV continue to negotiate a lease agreement with the property owner subject to the review of the City Solicitor and report back to the Board at the next meeting on December 18, 2007.

(Unanimous vote with the exception of Alderman DeVries who was absent.)

Respectfully submitted,



Clerk of Committee





Manchester Community Television

530 S. Porter St., Manchester, NH 03103

• Phone: (603) 628-6099 • Fax: (603) 665- 6827 • Email: manchestertv@comcast.net • Manchcom.tv

MCTV Facility Proposal

The 2005 MCTV Strategic Plan, approved by the Manchester School Board and presented to the Board Mayor and Aldermen, addressed MCTV's facilities and resources with the following recommendations:

- MCTV should be considered a media/communications center, not just a single studio stand alone facility with dedicated and larger space
- Continuous studio access all day, evening hours, and weekends when needed
- Enhance ability to tape and deliver training and instructional videos for education and government purposes
- Fully equipped centrally located facility will Make MCTV more visible as a communications/information resource for Manchester citizens
- This facility should function efficiently and effectively as a distinct, stand-alone professional resource for education and government producers
- Form a MCTV Facilities Committee to develop a plan to create a new stand-alone facility

MCTV Facilities Committee:

Phil Alexalos, Chair
Manchester Health Department
Mike Roche,
Manchester Water Works
Jeremy Veilleux, CPA,
Baker Newman & Noyes
Donna Cutting,
WMUR Chronicles
Jamie Burkush, Deputy Chief
Manchester Fire Department

Chris Grant,
MSD Information Technician
Fred Urtz,
Lavallee Brensinger Architects
Jason Philippy,
NHPTV Wildlife Journal
Scott Page,
Manchester Police Department

- The MCTV Facilities Committee visited over 40 locations. Each site was evaluated in the following categories: location, cost, safety, size, accessibility, height, suitability, and utilities
- MCTV Finance Committee, chaired by Jeremy Veilleux, determined the amount available for lease within the projected overall annual budgets (2008 – 2015). The committee's recommendation is well within the amount lease budget.

L

FOUR-L REALTY, INC.
52 Lawson Farm Road
Londonderry, NH 03053

Date: December 10, 2007
To: City of Manchester and Manchester School District (collectively, "Tenant")
From: Philip R. Llewellyn, President, Four-L Realty, Inc. ("Owner")
Re: 801 Elm Street, Manchester, New Hampshire ("Premises")

Dear Ladies and Gentlemen:

The Owner, Four-L Realty, Inc, does hereby state its intention to lease the following described Premises upon acceptance by the Tenant of the terms and conditions hereinafter set forth:

1. Premises. The Owner owns 14,820 square feet of space, known as 801 Elm Street, Manchester, New Hampshire, of which Tenant will lease 6,570 square feet on the second floor.
2. Lease Terms. The Owner shall let 6,570 square feet of the Premises to the Tenant for the initial base rent of \$5.00 per square foot. The initial term of the lease shall be seven (7) years. The annual rent for years 1-3 shall be \$32,850 per year based on an absolute net basis. Year 4 rent shall be \$34,492.50; year 5 rent shall be \$36,135; year 6 rent shall be \$37,777.50; and, year 7 rent shall be \$39,420. In addition to the base rent, Tenant shall be responsible for its pro rata share of all expenses related to the property including taxes, maintenance and insurance currently estimated at \$2.18 per square foot. The additional payments shall be paid monthly along with the base rent. At the end of each Lease year, the prepaid expenses will be reconciled by the Owner and the difference paid to either Owner or Tenant, as appropriate.
3. Representations by Owner. Owner shall:
 - a. Replace HVAC unit within 6 months of the Effective Date;
 - b. Replace exterior windows, front and rear within 6 months of the Effective Date;
 - c. Install ramp at back entrance to provide wheel chair access within 1 month of the Effective Date;
 - d. Install "melt away" ceiling tiles in back office area within 1 month of the Effective Date;

e. Provide Tenant with copies of current sprinkler test results within 1 month of the Effective Date;

f. Ensure existing emergency lighting is operational within 1 month of the Effective Date;

g. Repair front entrance doors as needed within 1 month of the Effective Date;

h. Initiate PSNH energy audit within 1 month of the Effective Date;

i. Provide Tenant right of first refusal to rent first floor at market rates should it become available;

j. Provide Tenant "one-time" right of first refusal to purchase building at market value if it should be put on the market;

k. Pay broker fees;

l. Allow Tenant to place MCTV signage on Elm Street side of the Premises. Tenant shall be responsible for permits and approvals.

m. Allow Tenant to install back-up generator on roof if feasible and all expenses are paid by Tenant;

n. Allow Tenant to use the first floor display window to the right of the front door; and

o. Prohibit the use of the first floor space for certain defined uses such as taverns, music halls, pool halls or adult entertainment facilities.

4. Improvements by Tenant. The Tenant shall make the following improvements to the Premises:

a. Make restrooms ADA compliant per proposed layout within 6 months of the Effective Date;

b. Make remaining improvements as outlined in the proposed layout within 6 months of the Effective Date;

c. Be responsible for separately metered electricity and gas which exclusively services the leased areas; and

d. Complete interior improvements, in a good and workmanlike manner, as per the Proposed Layout Plan prepared by Koziatek & Associates for Manchester

L

per the Proposed Layout Plan prepared by Koziatek & Associates for Manchester Community Television, dated December 1, 2007.

5. Expiration. This letter of intent shall expire on December 18, 2007 if not accepted or otherwise extended by written agreement of Owner and Tenant.

6. Conditions Precedent to Closing. This offer is subject to the following conditions:

- a. Receipt of performance security acceptable to Owner; and
- b. Acceptance of both City of Manchester and Manchester School District.

7. Lease. The Lease shall be entered into between the parties within fourteen (14) business days of the acceptance of this offer, failing which this offer shall be null and void.

8. Dispute Resolution. The lease shall include a binding arbitration clause as the sole and exclusive method of dispute resolution.

9. Effective Date. Upon execution of the Lease Agreement, the Tenant's obligation to pay rent shall commence.

Very truly yours,
FOUR-L REALTY, INC.

By: _____
Philip Llewellyn, President

THIS OFFER IS HEREBY AGREED TO AND ACCEPTED BY:

CITY OF MANCHESTER

By: _____
_____,
Duly Authorized _____

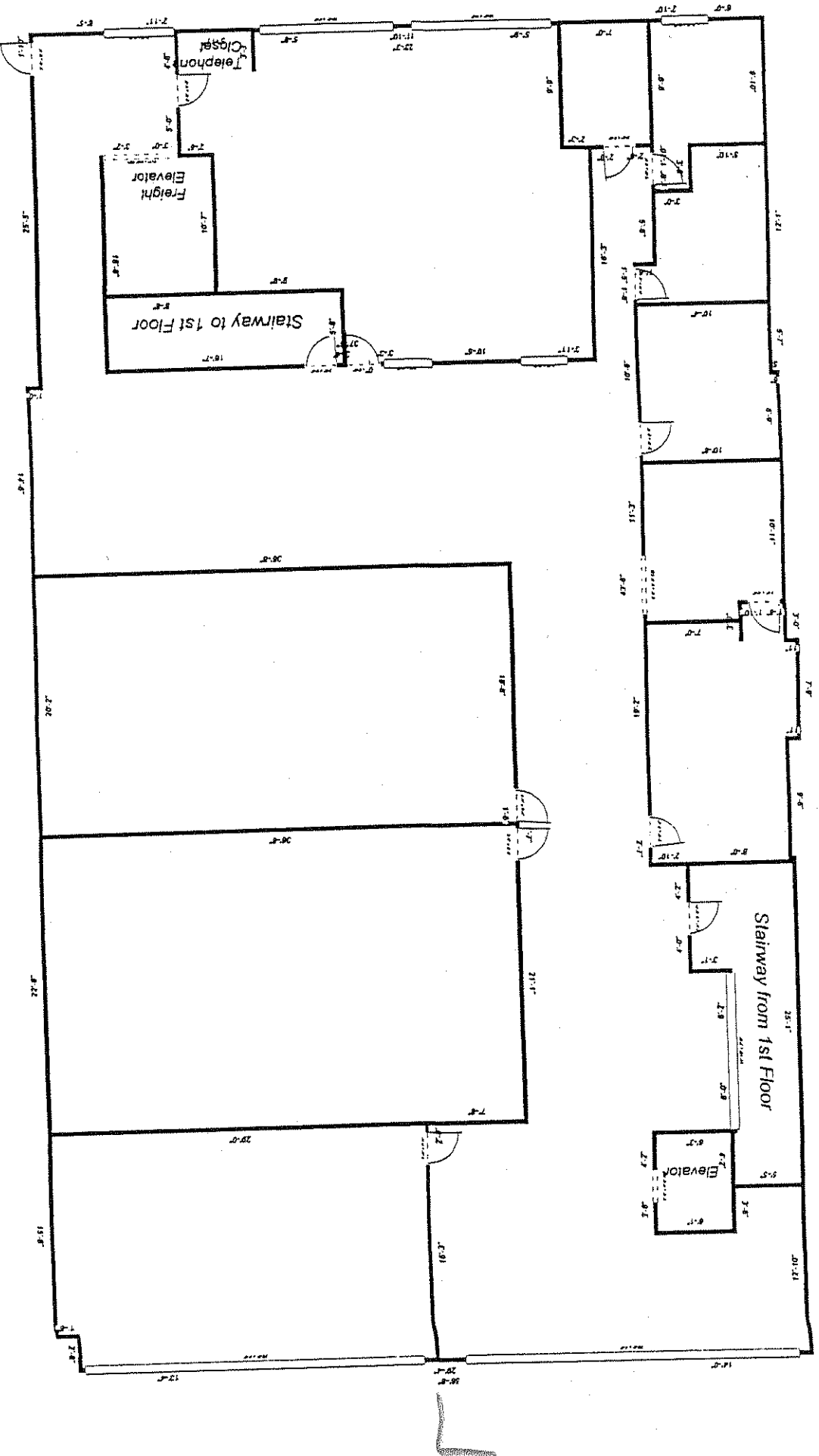
Date: _____

MANCHESTER SCHOOL DISTRICT

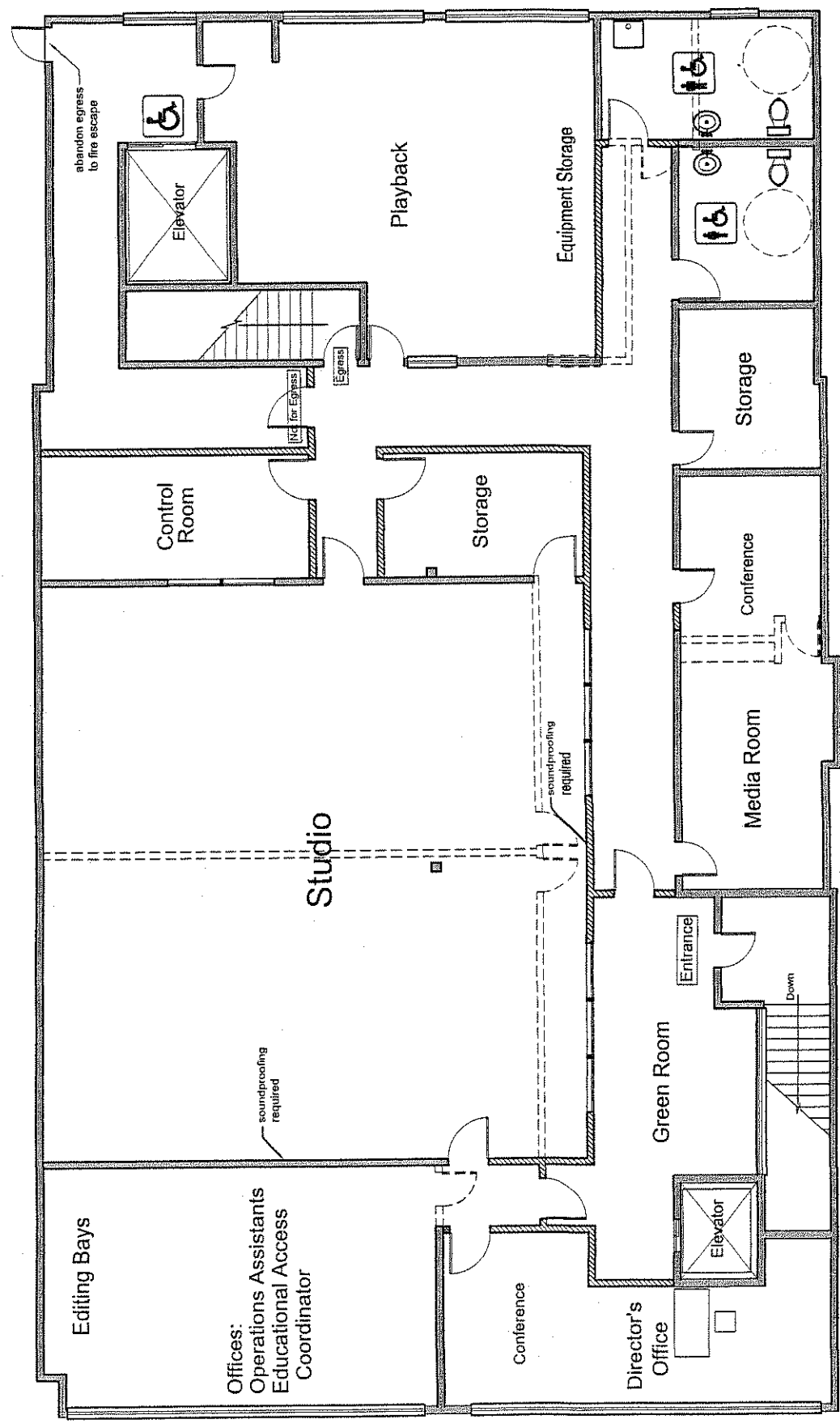
By: _____
_____,
Duly Authorized _____

Date: _____

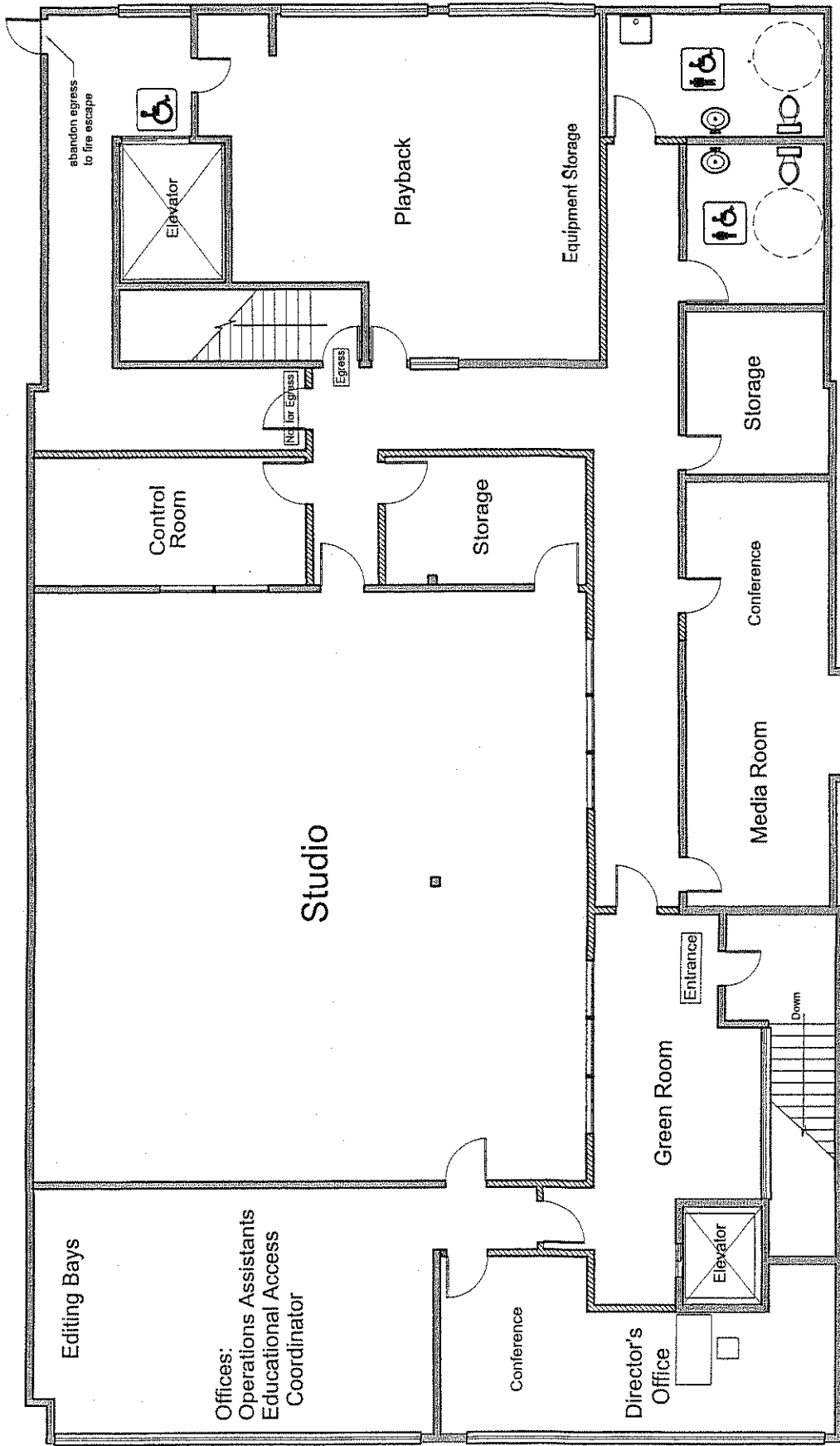
801 W 73 108



This design is an artist description of the property
IT IS NOT AN EXACT MEASUREMENT



<p>Manchester Community Television Proposed Studio & Offices 801 Elm Street/Second Floor Manchester, New Hampshire</p>		<p>Demolition</p>	
<p>DATE 1 Dec. 2007</p>		<p>PRELIMINARY: NOT FOR CONSTRUCTION</p>	
DWG NO. A-02	SCALE: 3/32" = 1'-0"	SHEET NO. 2 of 2	REV 0



Existing walls to remain
New construction

Manchester Community Television
Proposed Studio & Offices
801 Elm Street/Second Floor
Manchester, New Hampshire

Proposed Layout

DATE 1 Dec. 2007

PRELIMINARY: NOT FOR CONSTRUCTION

DWG NO. A-01

SCALE: 3/32" = 1'-0"

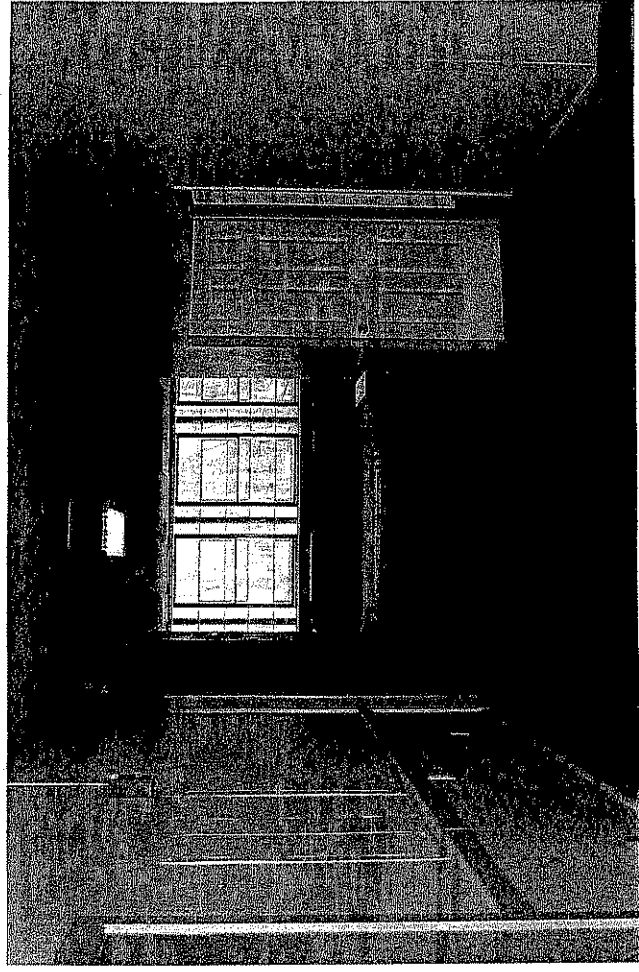
SHEET NO. 1 of 2

REV 0

Koziatek & Associates
697 Newmarket Street, Manchester, NH 03104



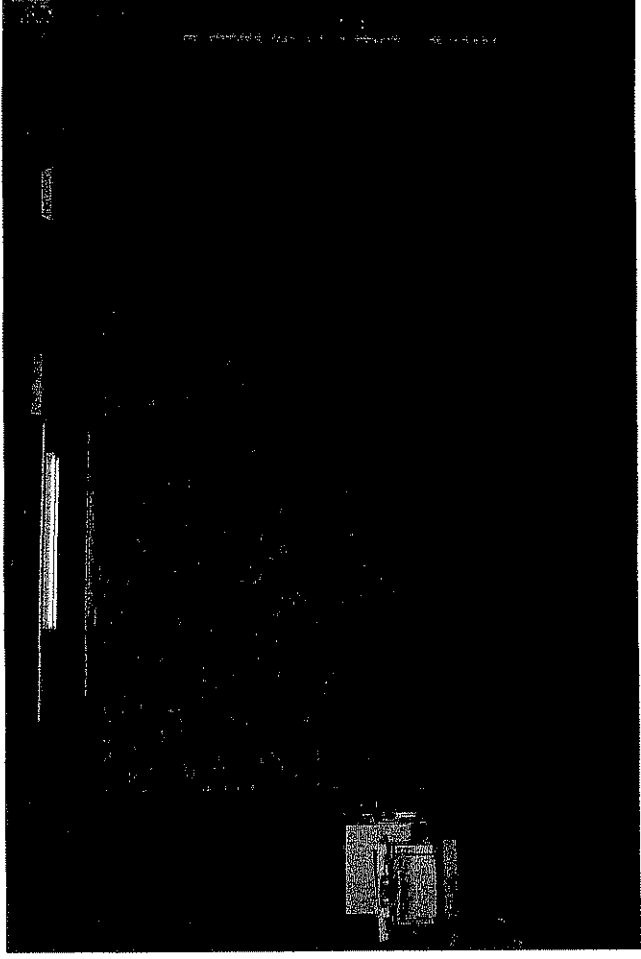
Front of Building



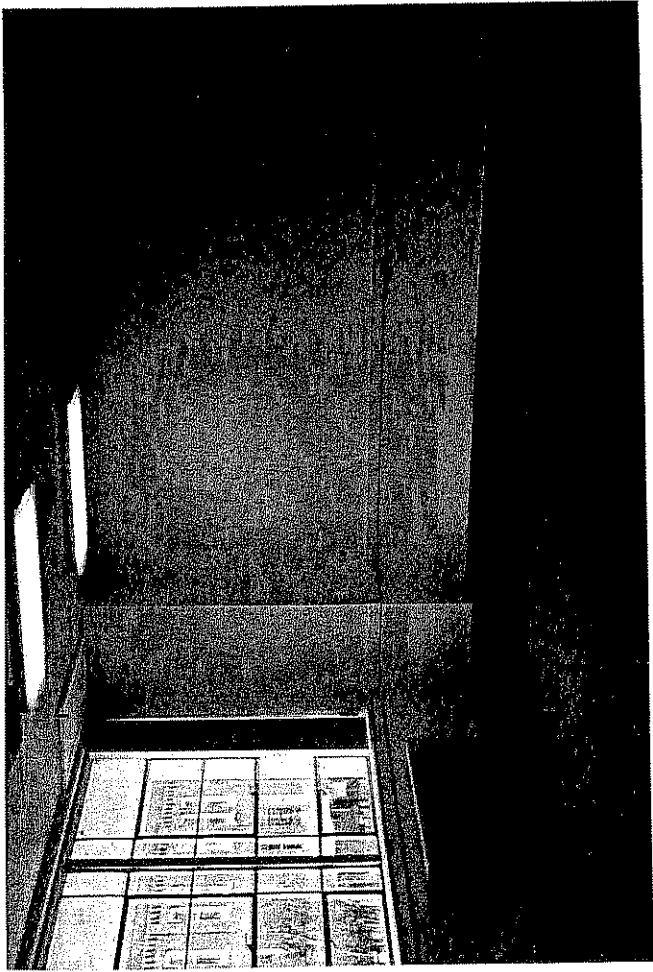
Front Entrance Hallway



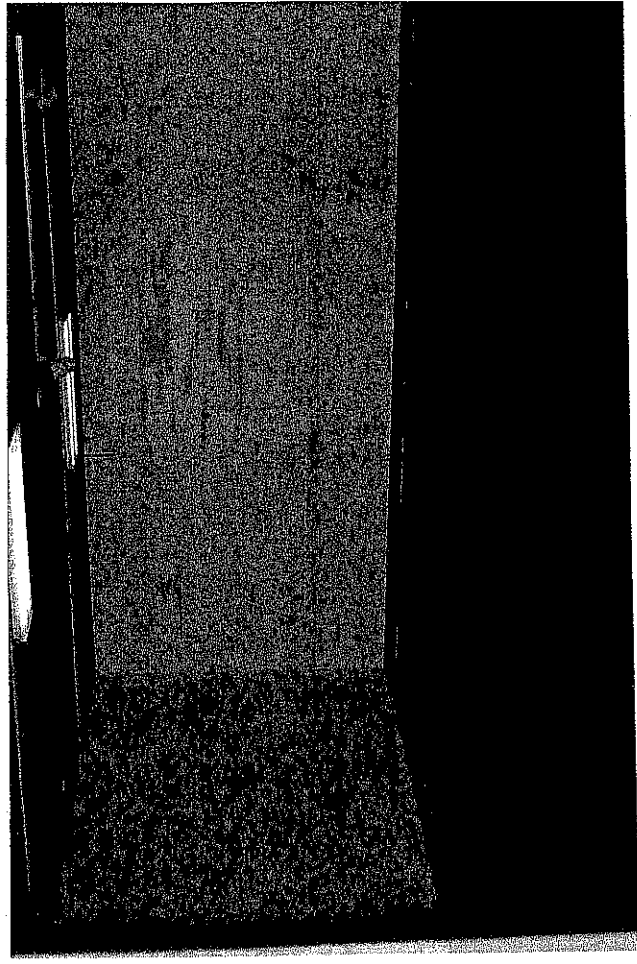
Director's Office



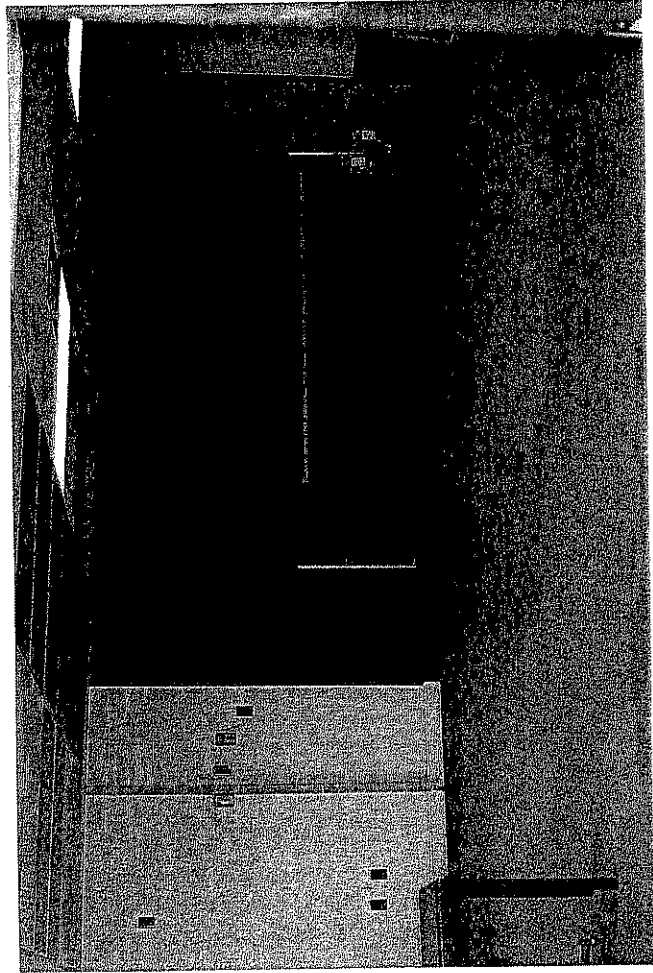
Control Room & Storage



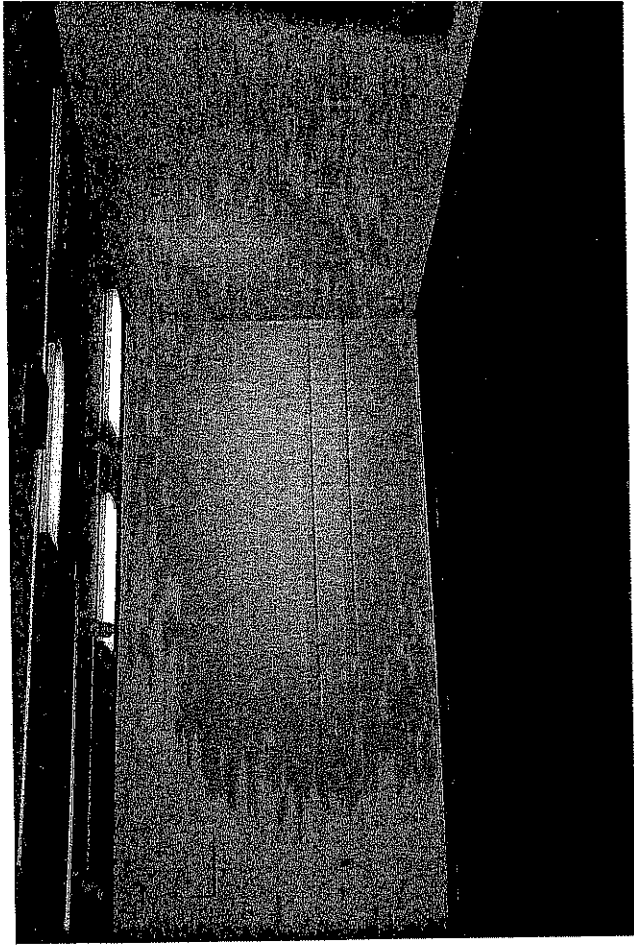
Offices & Edit Bays



Studio I (to be combined with Studio II)



Playback & Office



Studio II (to be combined with Studio I)

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending §97.34 Encumbrances Prohibited, of the Code of Ordinances of the City of Manchester, providing for exceptions by permit for intermittent placement of signage in the public right-of-way.”

and recommends that it be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote with the exception of Alderman DeVries who was absent.)

Respectfully submitted,



Clerk of Committee



City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

“Amending §97.34 Encumbrances Prohibited, of the Code of Ordinances of the City of Manchester, providing for exceptions by permit for intermittent placement of signage in the public right-of-way.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend the Code of Ordinances by inserting new language as bolded (**bold**). Sections of Chapter 97 that remain unchanged appear in regular type.

§97.34 ENCUMBRANCES PROHIBITED.

- (E) Notwithstanding the requirements in (B) of this section, portable signage may be erected upon a public right-of-way adjacent to a place of business for the purposes of advertising under the direction and supervision of the Public Works Director who may impose such reasonable time, place and manner requirements as are necessary to protect the public safety and convenience. Signage authorized under this section shall be subject to such insurance and indemnification agreements as the Risk Manager may require.

- II. This Ordinance shall take effect upon its passage.

M

To the Board of Mayor and Aldermen of the City of Manchester:

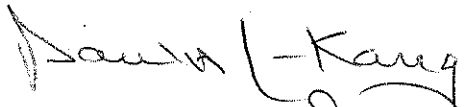

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that acceptance and expenditure of funds for various projects outlined below:

214206 Manchester Health Care Access Review Program	\$ 60,000.00
210607 School Based Dental Services	\$ 17,000.00
210208 Homeless Healthcare Program	\$ 14,376.00
214008 Cities Readiness Initiative	\$ 79,200.00
214108 NACCHO Accreditation Improvement Project	\$ 7,000.00
214208 Primary Care for the Homeless Project	\$155,656.00
411008 NH Sobriety Checkpoint Program-Revision #1	\$ 7,441.44
713508 South Willow Street Area Improvements Project	\$225,000.00
810808 Manchester VISTA Initiative Program	\$290,000.00

be granted and approved and for such purpose amending resolutions and budget authorizations have been submitted.

(Unanimous vote with the exception of Alderman Duval who was absent.)

Respectfully submitted,


Clerk of Committee 



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a petition for discontinuance of a portion of South Willow Street and a portion of Harvey Road be referred to a Road Hearing on Tuesday, January 22, 2008 at 5:00 PM in the Aldermanic Chambers of City Hall.

(Unanimous vote with the exception of Alderman Duval who was absent.)

Respectfully submitted,

L. R. Bermer

Clerk of Committee



Manchester-Boston
REGIONAL AIRPORT

Kevin A. Dillon, A.A.E.
Airport Director

One Airport Road
Suite 300
Manchester, NH
03103-3395
Tel: 603-624-6539
Fax: 603-666-4101
www.flymanchester.com

November 29, 2007

Mr. Leo Bernier, City Clerk
City of Manchester
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Leo,

Attached are two requests for discontinuance of highways related to the runway safety area project the Airport is currently constructing. One is for a portion of S. Willow St. and the other for a portion of Harvey Road. Both roadways have now been relocated as part of the project and therefore we are now able to request the discontinuances.

The project required certain land transactions with private landowners that are contingent upon the above requests. We would appreciate your office and the BOMA moving forward as expeditiously as possible so that the Airport can finalize all transactions related to this project.

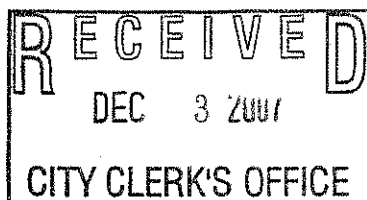
Your assistance will be greatly appreciated.

Thank you.

Sincerely,

J. Brian O'Neill
Acting Airport Director
Manchester-Boston Regional Airport

Cc. Dave Bush
Richard Fixler
Peter Howe
File



0



Kevin A. Dillon, A.A.E.
Airport Director

One Airport Road
Suite 300
Manchester, NH
03103-3395
Tel: 603-624-6539
Fax: 603-666-4101
www.flymanchester.com

*To the Honorable Board of Mayor and Aldermen of the
City of Manchester:*

*The Undersigned respectfully represent that for the accommodation of the public
there is occasion for releasing and discharging a highway dedication.*

Bounded by the following set of points, beginning in the northeasterly corner,
as shown on the plan entitled "Proposed Right of Way Discontinuance Plan for Airport
Safety Area", prepared by Fay, Spofford, & Thorndike, LLC and Eric C. Mitchell &
Associates, Inc., and dated October 29, 2007.

Northing	Easting
162206.8	1047471.3
162151.4	1047429.4
162146.4	1047424.9
162107.4	1047467.0
162091.1	1047447.6
161554.3	1048018.1
161446.8	1048128.9
161470.5	1048262.0
162052.4	1047645.9
162050.0	1047640.8
162206.8	1047471.3

The above points describe the highway being of varying widths, with an area of
110,460 square feet (2.54 Acres), shown as Area "B" of above referenced plan and
known as South Willow Street (NH Route 28).

He, therefore, requests you to release and discontinue the above-described
portion of South Willow Street (NH Route 28).

Dated at the City of Manchester, New Hampshire this 28th day of November
2007.

By: _____

A handwritten signature in dark ink, appearing to read 'J. Brian O'Neill'.

J. Brian O'Neill
Acting Airport Director
Manchester-Boston Regional Airport

A simple handwritten circle in dark ink.



Kevin A. Dillon, A.A.E.
Airport Director

One Airport Road
Suite 300
Manchester, NH
03103-3395
Tel: 603-624-6539
Fax: 603-666-4101
www.flymanchester.com

*To the Honorable Board of Mayor and Aldermen of the
City of Manchester:*

*The Undersigned respectfully represent that for the accommodation of the public
there is occasion for releasing and discharging a highway dedication.*

Bounded by the following set of points, beginning in the northeasterly corner,
as shown on the plan entitled "Proposed Right of Way Discontinuance Plan for Airport
Safety Area", prepared by Fay, Spofford, & Thorndike, LLC and Eric C. Mitchell &
Associates, Inc., and dated October 29, 2007.

Northing	Easting
161554.3	1048018.1
161469.8	1048012.2
161326.1	1047881.6
161444.1	1048066.4
161430.2	1048066.8
161446.8	1048128.9
161554.3	1048018.1

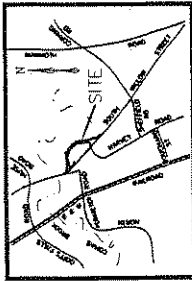
The above points describe the highway being of varying widths, with an area of 9,709
square feet (0.22 Acres), shown as Area "A" of above referenced plan and known as
Harvey Road.

He, therefore, requests you to release and discontinue the above-described
portion of Harvey Road.

Dated at the City of Manchester, New Hampshire this 28th day of November
2007.

By: 
Brian O'Neill
Acting Airport Director
Manchester-Boston Regional Airport

①



VICINITY PLAN
SCALE: 1" = 1,000'

PLAN REFERENCES

1. "CONCEPTUAL PLAN FOR THE PROPOSED SOUTH WILLOW STREET REALIGNMENT AND HARVEY ROAD DISCONTINUANCE", PREPARED BY KAY, SPOFFORD & THORNDIKE, INC. FOR THE CITY OF MANCHESTER, NH, DATE 10/28/07.
2. "CONCEPTUAL PLAN FOR THE PROPOSED SOUTH WILLOW STREET REALIGNMENT AND HARVEY ROAD DISCONTINUANCE", PREPARED BY KAY, SPOFFORD & THORNDIKE, INC. FOR THE CITY OF MANCHESTER, NH, DATE 10/28/07.
3. "CONCEPTUAL PLAN FOR THE PROPOSED SOUTH WILLOW STREET REALIGNMENT AND HARVEY ROAD DISCONTINUANCE", PREPARED BY KAY, SPOFFORD & THORNDIKE, INC. FOR THE CITY OF MANCHESTER, NH, DATE 10/28/07.
4. "CONCEPTUAL PLAN FOR THE PROPOSED SOUTH WILLOW STREET REALIGNMENT AND HARVEY ROAD DISCONTINUANCE", PREPARED BY KAY, SPOFFORD & THORNDIKE, INC. FOR THE CITY OF MANCHESTER, NH, DATE 10/28/07.
5. "CONCEPTUAL PLAN FOR THE PROPOSED SOUTH WILLOW STREET REALIGNMENT AND HARVEY ROAD DISCONTINUANCE", PREPARED BY KAY, SPOFFORD & THORNDIKE, INC. FOR THE CITY OF MANCHESTER, NH, DATE 10/28/07.

NOTES

1. THE PROPOSED REALIGNMENT OF SOUTH WILLOW STREET (NH ROUTE 28) IS SHOWN IN THE ATTACHED PLAN SHEET.
2. THE PROPOSED REALIGNMENT OF HARVEY ROAD IS SHOWN IN THE ATTACHED PLAN SHEET.
3. THE PROPOSED REALIGNMENT OF SOUTH WILLOW STREET AND HARVEY ROAD IS SHOWN IN THE ATTACHED PLAN SHEET.
4. THE PROPOSED REALIGNMENT OF SOUTH WILLOW STREET AND HARVEY ROAD IS SHOWN IN THE ATTACHED PLAN SHEET.
5. THE PROPOSED REALIGNMENT OF SOUTH WILLOW STREET AND HARVEY ROAD IS SHOWN IN THE ATTACHED PLAN SHEET.

PROPOSED RIGHT OF WAY DISCONTINUANCE PLAN
FOR AIRPORT SAFETY AREA
SOUTH WILLOW STREET (NH ROUTE 28)
AND HARVEY ROAD
MANCHESTER, NH

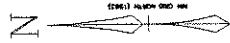
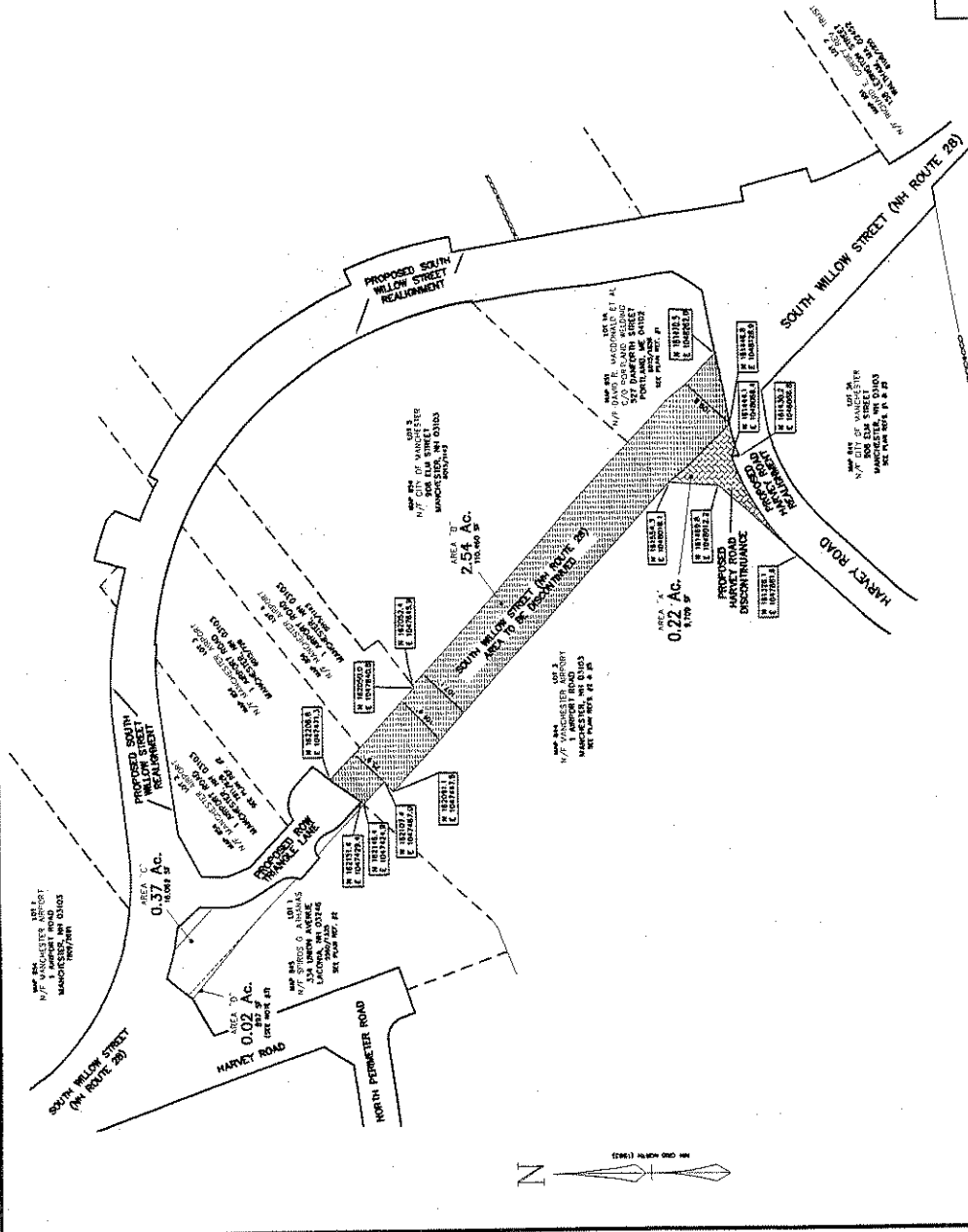
PREPARED FOR:
CITY OF MANCHESTER
1 AIRPORT ROAD, SUITE 200, MANCHESTER, NH 03103
OCTOBER 28, 2007

SCALE: 1" = 100'

PREPARED BY:
KAY, SPOFFORD & THORNDIKE
AND
ERIC C. MITCHELL, P.E., ASSOC. INC.
PLANNING, ENGINEERING, SURVEYING - ENVIRONMENTAL
3780 CADET HOLLOW DRIVE, NEW HAMPSHIRE 03041
MANITOWOC, WI 53150-1000
TEL: (920) 875-5000

REV. DATE DESCRIPTION

REVISIONS





**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

December 6, 2007

Community Improvement Committee of the Board of Mayor and Aldermen
City Hall
c/o Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: PETITION FOR DISCONTINUANCE OF A PORTION OF SOUTH WILLOW
STREET AND OF A PORTION OF HARVEY ROAD

Dear Committee Members,

We have reviewed the referenced item and have found the following:

- This portion of South Willow Street, formerly Nutt Road, appears to be part of the layout by the Town of Manchester and recorded in book 5 page 660 dated December 14, 1844.
- The original layout of this is portion of Harvey Road was not located but it does meet the criteria of a prescriptive way.

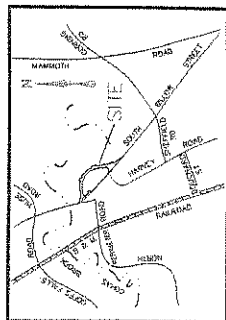
The Highway Department supports these discontinuance petitions of the Manchester-Boston Regional Airport.

Sincerely,

Kevin Sheppard, PE
Deputy Public Works Director

MJM
cc: File

0



NOTES

1. THE PURPOSE OF THIS PLAN IS TO:
 - A. TO SHOW THE PROPOSED AREAS OF THE EXISTING SOUTH WILLOW STREET (ON ROUTE 26) THAT ARE TO BE DISCONTINUED
 - B. TO SHOW THE PROPOSED AREA OF THE EXISTING HARVEY ROAD THAT IS TO BE DISCONTINUED.

PROPOSED RIGHT OF WAY DISCONTINUANCE PLAN
SOUTH WILLOW STREET (NH ROUTE 28)
AND HARVEY ROAD
MANCHESTER, NH

PREPARED FOR _____
CITY OF MANCHESTER
AIRPORT ROAD, SUITE 300, MANCHESTER, NH 03103
OCTOBER 19, 2007

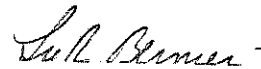
[illegible]

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a petition for discontinuance of a portion of Second West Back Street be referred to a Road Hearing on Tuesday, January 22, 2008 at 5:00 PM in the Aldermanic Chambers of City Hall.

(Unanimous vote with the exception of Alderman Duval who was absent.)

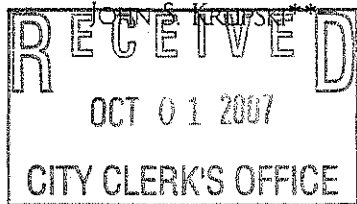
Respectfully submitted,



Clerk of Committee

P

RONALD E. COOK*
RICHARD E. MOLAN**
GLENN R. MILNER†
FRANK E. KENISON**
BIRON BEDARD ††
SHAWN J. SULLIVAN***



COOK & MOLAN, P. A.

ATTORNEYS AT LAW
100 HALL STREET
P. O. BOX 1465
CONCORD, NH 03302-1465
TEL 603 225-3323
FAX 603 225-8930
800-439-3369
e mail: lawyers@cooknmolan.com

OF COUNSEL
THOMAS H. RICHARDS**
JEREMEY A. MILLER**
ADMITTED NH AND RI*
ADMITTED NH**
ADMITTED NH, MA AND ME***
ADMITTED NH AND MA†
ADMITTED NH AND ME ††

September 28, 2007

Paula Lablonde Kang
City of Manchester/Office of City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Discontinuance of a Street

Dear Ms. Lablonde Kang:

At the suggestion of the Manchester Highway Department I enclose a Petition to Release from Public Servitude to an unopened street running between Master Street and the former Leach Street. Attached to this Petition is a plan showing the unopened street described in our Petition. Please notify me when a hearing is scheduled in this matter.

If you have any questions, please feel free to call me. Thank you for your attention to this matter.

Sincerely,

Biron Bedard

BB/jc
enclosure
cc: Donald Levasseur
Marty Miccio

P

PETITION TO RELEASE FROM PUBLIC SERVITUDE

TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF
MANCHESTER, NEW HAMPSHIRE:

Pursuant to NH RSA 231:52, 69 Master Street, LLC respectfully represents that for the accommodation of the public, there is occasion for discontinuing a portion of a certain highway described below, which may be seen as an unnamed passageway on a plan entitled, "Charles F. Harvell Est., Plan of Lots, November 1898, prepared by Geo. H. Allen, Civ. Eng." Recorded as Plan #46 in the Hillsborough County Registry of Deeds, shown on Manchester City Tax Map Number 338 and shown on the attached Plan and more particularly described as follows:

Beginning at an iron pin at the northwesterly most corner of Tax Map 338, Lot 5, also being on the easterly side of Master Street, thence running N 40° 52' 20" E 300.00 feet to a PK Nail; thence turning and running N 49° 07' 40" W 20.00 feet to a PK Nail; thence turning and running S 40° 52' 20" W 300.00 feet to a point on Master Street also being the southwesterly corner of Tax Map 338, Lot 2; thence turning and running S 49° 07' 04" W 20.00 feet to the point of beginning.

To the best of Petitioner's knowledge, this passageway has never been accepted by the City of Manchester and opened to public servitude.

We therefore request you to discontinue the above-described street and that it henceforth not be utilized for public rights.

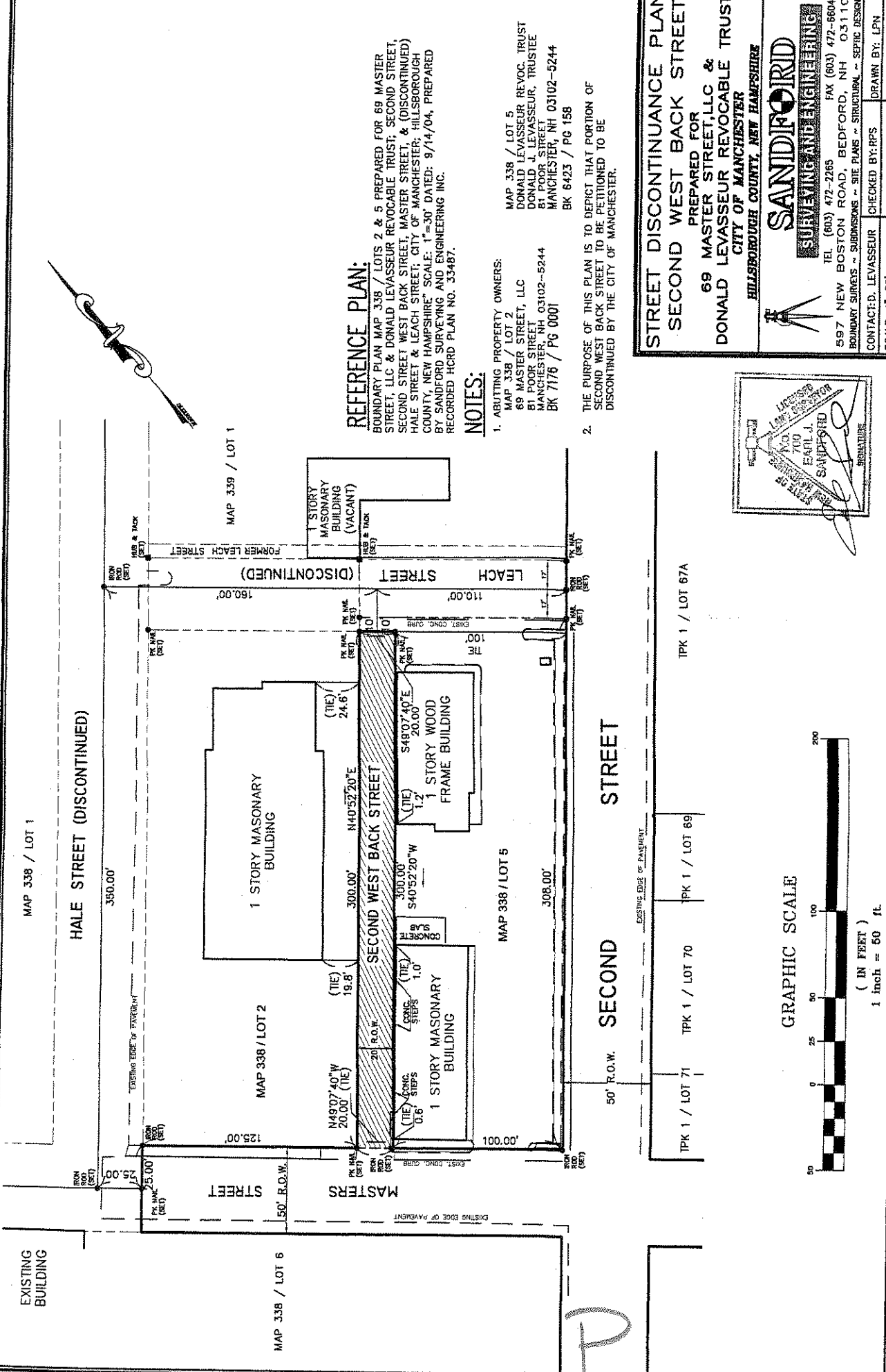
Dated this 26th day of September, 2007

69 Master Street, LLC
By and through Counsel
COOK & MOLAN, P.A.

By: Biron Bedard
Biron Bedard, Esq.
100 Hall St., PO Box 1465
Concord, NH 03302-1465
603 225-3323

69 Master Street, LLC
By: Donald J. Levasseur
Donald Levasseur

P



REFERENCE PLAN:

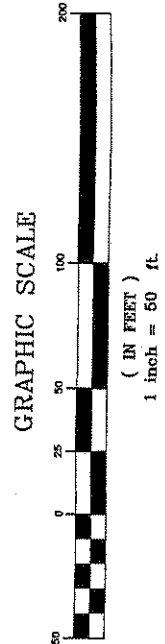
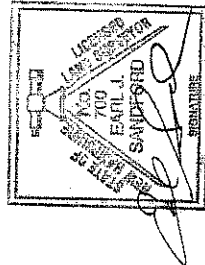
BOUNDARY PLAN MAP 338 / LOTS 2 & 5 PREPARED FOR 69 MASTER STREET, LLC & DONALD LEVASSEUR REVOCABLE TRUST; SECOND STREET, SECOND STREET WEST BACK STREET, MASTER STREET, & (DISCONTINUED) HALE STREET & LEACH STREET, CITY OF MANCHESTER, HILLSBOROUGH COUNTY, NEW HAMPSHIRE SCALE: 1"=30' DATED: 9/14/04, PREPARED BY SANDFORD SURVEYING AND ENGINEERING INC. RECORDED HORD PLAN NO. 33487.

NOTES:

1. ABUTTING PROPERTY OWNERS:
MAP 338 / LOT 2
69 MASTER STREET, LLC
81 POOR STREET
MANCHESTER, NH 03102-5244
BK 7176 / PG 0001
2. THE PURPOSE OF THIS PLAN IS TO DEPICT THAT PORTION OF SECOND WEST BACK STREET TO BE PETITIONED TO BE DISCONTINUED BY THE CITY OF MANCHESTER.

STREET DISCONTINUANCE PLAN
SECOND WEST BACK STREET
PREPARED FOR
69 MASTER STREET, LLC &
DONALD LEVASSEUR REVOCABLE TRUST
CITY OF MANCHESTER
HILLSBOROUGH COUNTY, NEW HAMPSHIRE

SANDFORD
SURVEYING AND ENGINEERING
TEL (603) 472-2265 FAX (603) 472-8604
597 NEW BOSTON ROAD, BEDFORD, NH 03110
BOUNDARY SURVEYS ~ SUBDIVISIONS ~ SITE PLANS ~ STRUCTURAL ~ SEPTIC DESIGN
CONTACT: D. LEVASSEUR CHECKED BY: RPS DRAWN BY: LPN
SCALE: 1"=50' DATE: 7/25/07 DWG #KNA01F02136



TPK 1 / LOT 71	TPK 1 / LOT 70	TPK 1 / LOT 69	TPK 1 / LOT 67A
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**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

October 15, 2007

Community Improvement Committee of the Board of Mayor and Aldermen
City Hall
c/o Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: Petition to Discontinue a Portion of Second West Back Street

Dear Committee Members,

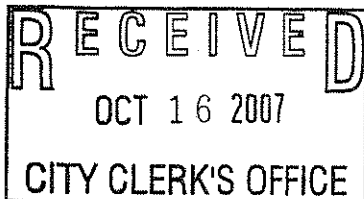
We have reviewed the referenced item and have found the following:

Second West Back Street, between Master and Leach Streets (aka Hale East Back Street), was dedicated by a subdivision plat titled "Charles F. Harvell Est." dated November 1898 recorded in the Hillsborough County Registry of Deeds as plan #46.

No records of an acceptance or layout of this section of the street were found in the City Clerk's records. The City accepted and then discontinued the portion of this street immediately north of this site on July 25, 1956 with the action recorded at Highways, Streets and Bridges book 13 page 378.

This portion of Second West Back Street is paved and a building located on the street served as a retail store for a number of years. Because of probable use by the public for over 20 years the City may have acquired public status by prescription.

The Highway Department records do not shown any sewer lines or storm drains in this part of the street.



P

October 15, 2007

Therefore the Highway Department recommends a discontinuance action reserving an easement right for any utilities that may exist in the street.

Sincerely,

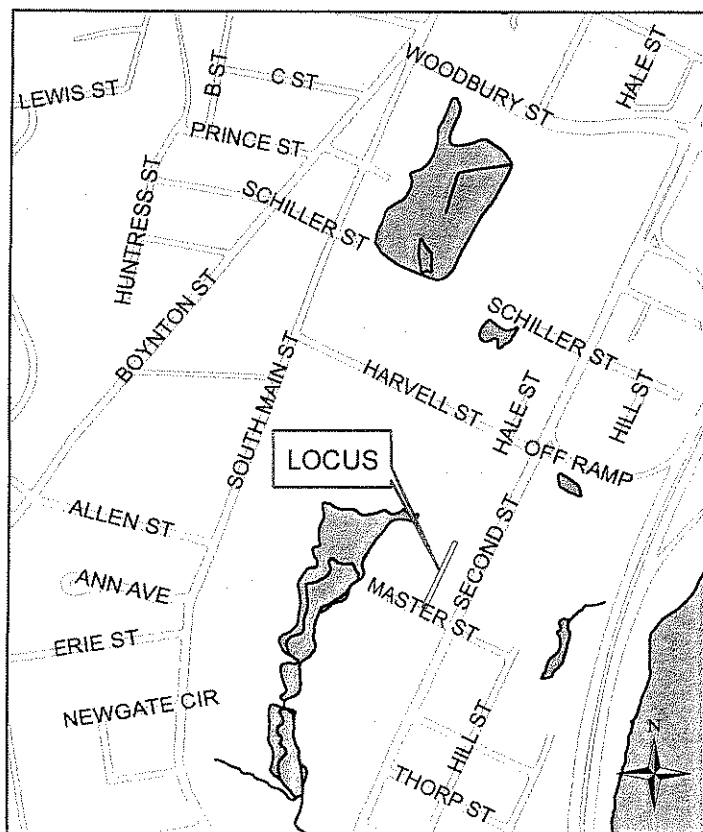
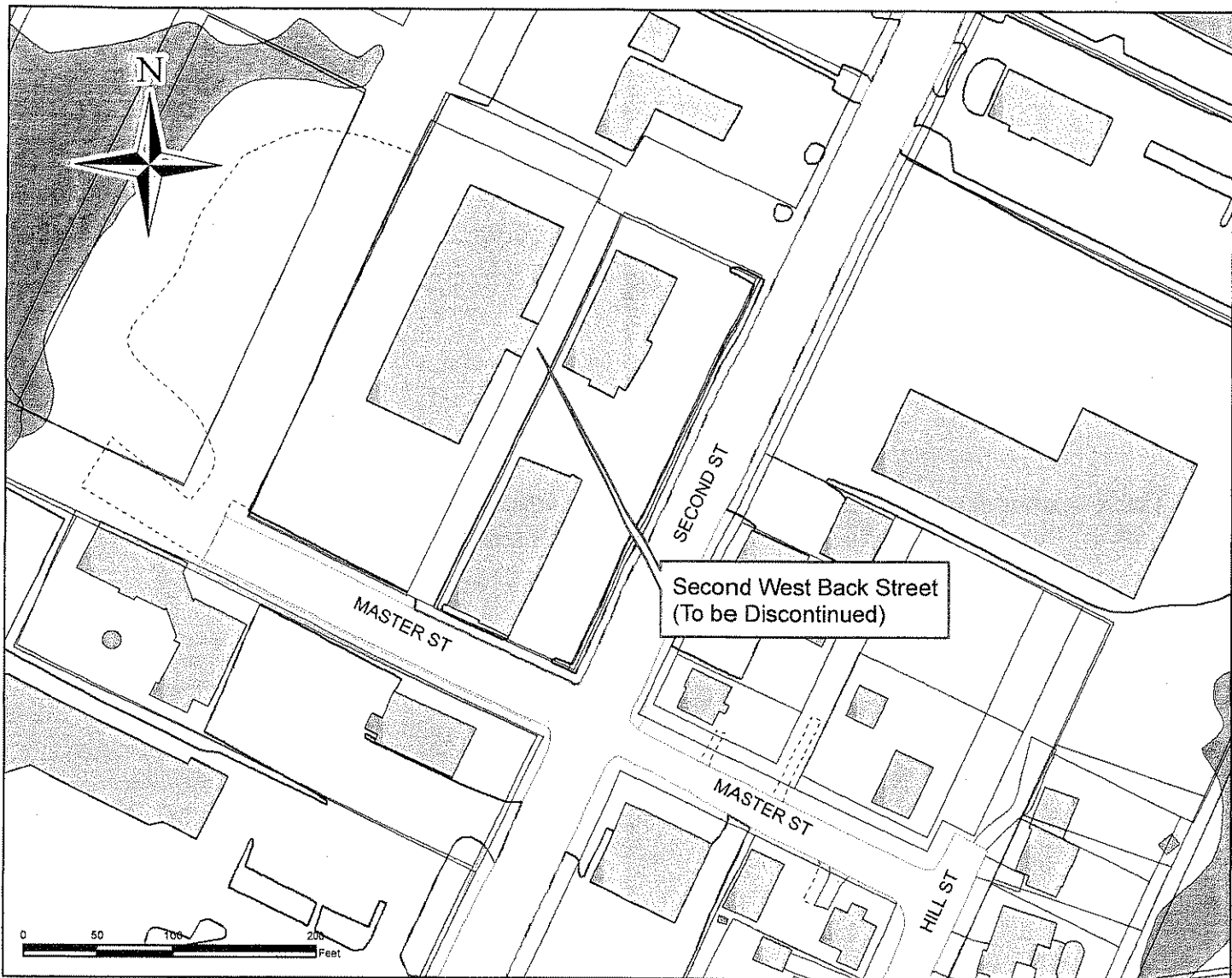
A handwritten signature in cursive script that reads "Frank Thomas".

Frank Thomas, P.E.
Public Works Director

MJM

cc: File

P



Proposed Street Discontinuance
Second West Back Street



Manchester, NH
 October 12, 2007

P

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a request for a sewer abatement at 870 Hayward Street be granted and approved in the amount of \$132.75 as recommended by EPD.

(Unanimous vote with the exception of Alderman Duval who was absent.)

Respectfully submitted,



Clerk of Committee



Saint Anthony Parish

172 BELMONT STREET • MANCHESTER, N. H. 03103 • PHONE 625-6409

May 31, 2007

Board of Mayor & Aldermen
One City Hall Plaza
Manchester, NH 03103

Dear Sirs:

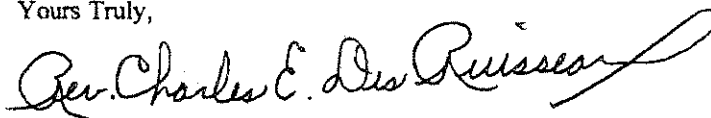
My name is Charles DesRuisseaux, I am the pastor of St. Anthony of Padua, Roman Catholic Church in Manchester. I am responsible for the properties of this Church and the property of Our Lady of Perpetual Church, corner of Cypress and Hayward Streets in Manchester. I reside at the rectory at 172 Belmont Street, Manchester.

I am requesting a sewer charge abatement on the bill from the Environmental Protection Division from the City of Manchester for account number 7969-5154 for the rectory at OLPH. The previous bill was \$22.20, which we paid. The bill for sewer usage for 1/8/07 to 4/04/07 is \$171.75.

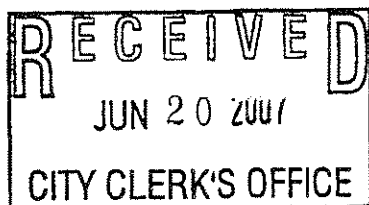
I questioned this big difference and later realized that in mid February, we had a very cold spell and at OLPH there was a power failure and the furnace did not restart. When our janitor entered the rectory on Monday he discovered a water pipe, on the second floor had burst and water was dripping through the ceilings and there was eighteen inches of water in the basement, which is finished. It has a concrete floor.

We had to make arrangements to have the water shut-off and the water in the basement pumped out. It was pumped out mainly by the fire department into the street drains.

Yours Truly,



Rev. Charles E. DesRuisseaux
Pastor



Q



**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

Memo

To: Paula Kang
From: Frederick J. McNeill, P.E. *FJM*
CC: Lisa Hynes – EPD
June George – EPD
Date: 12/4/2007
Re: Sewer Abatement Recommendation
870 Hayward St. / Acct #7969-5154

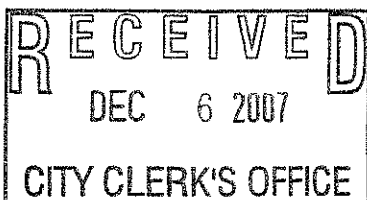
#07-159

I recommend granting an abatement to Rev. DesRuisseaux in the amount of \$132.75.

If you have any questions or require additional information, please contact me at 624-6341.

/djv

Attach



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a request for a sewer abatement at 21 Renard Street be granted and approved in the amount of \$243.00 as recommended by EPD.

(Unanimous vote with the exception of Alderman Duval who was absent.)

Respectfully submitted,



Clerk of Committee



September 4, 2007

Board of Mayor and Aldermen
One City Hall Plaza
Manchester, NH 03101
Attn: Frederick McNeill

Re: Laurie A. Gill
21 Renard Street, Manchester, NH
Account #65307-45898
EPD billing period: 3/28/07-6/27/07

Dear Mr. McNeill:

On or about June 25, 2007, I discovered a leak in my irrigation system. As a result of the leak, several gallons of water leaked out of the "Tee" and directly into the ground.

On or about July 1, 2007, my brother-in-law, Peter Harrison, repaired the system by replacing the cracked "Tee" in the mainline and two hoses. Enclosed is a copy of the Home Depot receipt for the parts purchased to repair the system.

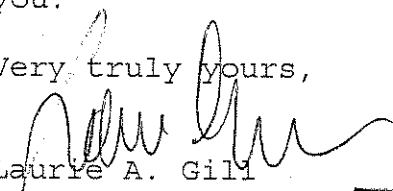
Unfortunately, because of the leak, I used an excessive amount of water. I subsequently received bills from the Manchester Water Works and the Manchester Environmental Protection Division in the respective amounts of \$199.00 and \$319.75. As a general rule, my water and sewer charges for that period are approximately \$50.00 each.

In that regard, I was advised by the Manchester EPD that I could file for an abatement with respect to their bill since the water went directly into the ground and not into or through the sewer system.

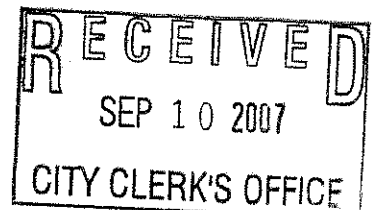
Therefore, I ask that you review the enclosed receipt and consider recommending an abatement with respect to the Manchester Environmental Protection Division bill at the next meeting of the Board of Mayor and Aldermen.

Thank you, I appreciate your consideration in this matter and I look forward to hearing from you.

Very truly yours,


Laurie A. Gill

:lag
enclosure



R



**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

Memo

To: Paula Kang
From: Frederick J. McNeill, P.E. *FJM*
CC: Lisa Hynes – EPD
June George – EPD
Date: 12/4/2007
Re: Sewer Abatement Recommendation
21 Renard St. / Acct #65307-45898

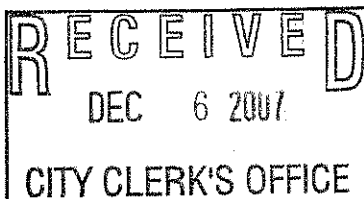
#07-160

I am recommending that Ms. Laurie Gill receive an abatement in the amount of \$243.00.

If you required additional information, I can be reached at 624-6341.

/djv

Attach



R

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has approved transfers within FY2007 CIP#510907 Parks Improvement Project as follows:

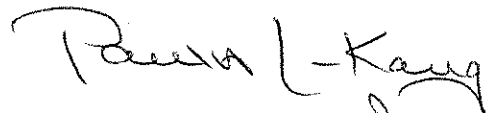

Weston Observatory from \$196,000 to \$246,000; and
Valley Cemetery from \$250,000 to \$262,000.

The Committee notes that the transfers occurred prior to formal committee action having been taken. As a result, the Committee has requested of all departments that any variations of current or future CIP projects obtain prior authorization.

The Committee further requests that any project anticipated to be over budget shall be reported to the Committee immediately.

(Unanimous vote with the exception of Alderman Duval who was absent.)

Respectfully submitted,


Clerk of Committee 

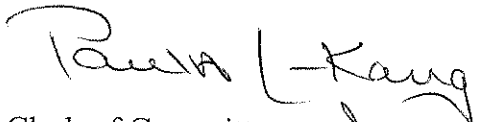
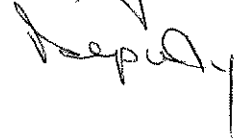
S

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has asked CIP staff to review the Juvenile Fire Setter Intervention Program and report any anticipated revenue shortfalls to the Board at the next meeting on December 18, 2007.

(Unanimous vote with the exception of Alderman Duval who was absent.)

Respectfully submitted,


Clerk of Committee 

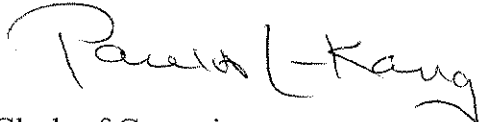
T

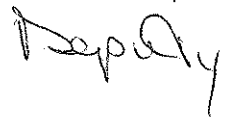
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that a request by the Police Department to add two undercover vehicles to their vehicle fleet has been approved.

(Unanimous vote with the exception of Alderman Duval who was absent.)

Respectfully submitted,


Clerk of Committee




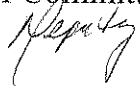
u

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that it has authorized the Department of Highways, Facilities Division to repair the clocks and intercom systems at both the Beech Street School and Henry Wilson Elementary School utilizing contingency money for the repairs.

(School Committee Members Beaudry and Gelinas and Aldermen Thibault, Roy and Long voted yea; and School Committee Member Herbert was absent.)

Respectfully submitted,


Clerk of Committee


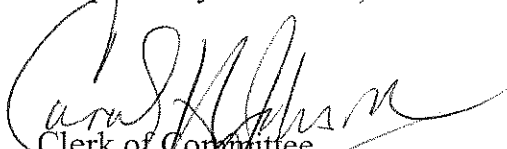
✓

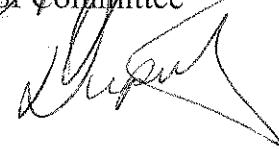
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that it has approved a request of Marcel's Way for use of the Arms lot in conjunction with their 5K Race/Walkathon on Saturday, May 3, 2008.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee



W

CITY OF MANCHESTER

PARKING DIVISION



Brandy Stanley
Parking Manager
bstanley@manchesternh.gov

November 26, 2007

Mr. Ed Osborne, Chairman
Committee on Public Safety, Health and Traffic
One City Hall Plaza
Manchester, NH 03101

Re: Arms Lot Use Request

Dear Chairman Osborne:

Attached please find a request for the use of the Arms Lot on Saturday, May 3, 2008 from Marcel's Way. The parking lot will be used as a staging and activity area for a 5K Race/Walkathon to benefit the organization. This group held their event at this location last year, and there were no issues.

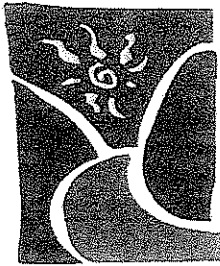
I respectfully request that permission be granted to Marcel's Way for their 2008 event.

Sincerely,

Brandy Stanley
Parking Manager

CC: Committee Members
City Clerk

A handwritten signature, likely of Brandy Stanley, consisting of a stylized 'W' shape.



Marcel's Way

Providing those whose lives are touched by Mitochondrial Disorders with information, education, and support.

October 9, 2007

Attention: Brandy
City of Manchester
Traffic Division
480 Hayward St
Manchester, NH 03103

This letter is in request for approval of a 5K Race/Walkathon and festivities to follow in Arms Park parking lot area on Saturday May 3, 2008 from 10:00 a.m. until 4:00 p.m. The purpose of our event is to help raise awareness for our cause. We had this same event in April 2007 in Arms Park.

Our organization, Marcel's Way, is a non profit organization for children and families who are affected with mitochondrial disorders. The organization provides families with education, information, and support. For more information please refer to our website www.marcelsway.org.

Do not hesitate to contact us with any questions or requests for further information we may provide. Thank you for your consideration with our request. We look forward to your response.

Sincerely,

Maria Lussier, President
Marcel's Way
P.O. Box 392
New Boston, NH 03070
(877) 412-4141
info@marcelsway.org
www.marcelsway.org

To the Board of Mayor and Aldermen of the City of Manchester:


The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending §70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division”

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

“Amending §70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**).

(E) Manage and operate all ~~on-street~~ **metered parking spaces and all other types of parking restrictions adjacent to where meters are located** within the City of Manchester.

X

CITY OF MANCHESTER

PARKING DIVISION



Brandy Stanley
Parking Manager
bstanley@manchesternh.gov

November 26, 2007

**Mr. Ed Osborne, Chairman
Committee on Public Safety, Health and Traffic
One City Hall Plaza
Manchester, NH 03101**

Re: Request for Clarification of Responsibility

Dear Chairman Osborne:

Per the committee's request at the last October meeting, please find attached our proposed revision to the ordinance defining the duties of the Parking Division. Our intent is to manage and operate all on-street parking within the downtown core, leaving the remainder of the city under the management of the Highway Department. This ordinance change provides a definition of which spaces are to be managed by the Parking Division.

Additionally, we would like to request that CIP funds allocated to the Highway Department be used for maintenance of the Rines Center and that CIP funds allocated to the School System, be used for the maintenance of the Central High School garage, while allowing the Parking Division and Highway Departments to continue to administer the structural engineering contract for all city garages. The general structural review under this contract will be paid by the Parking Division.

Should the attached change be acceptable to the committee, we would like to request that the ordinance be forwarded to the full board for consideration. Thank you, and please do not hesitate to contact me with any questions.

Sincerely,

**Brandy Stanley
Parking Manager**

X

CC: Committee Members
City Clerk
Bruce Thomas
Kevin Sheppard
James Hoben

X

To the Board of Mayor and Aldermen of the City of Manchester:



The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.54 by adding new lots, Lake Avenue and Rines Center Lot, eliminating Victory Garage Prepay Rate, establishing a range of event rates for the Pine Lot to allow the Parking Manager to set the rate at a lower level if warranted, and establishing a range of event rates for the Lake Avenue Lot.”

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee


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City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester; 70.54 by adding new lots, Lake Avenue Lot and Rines Center Lot, eliminating Victory Garage Prepay Rate, establishing a range of event rates for the Pine Lot to allow the Parking Manager to set the rate at a lower level if warranted, and establishing a range of event rates for the Lake Avenue Lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged, appear in regular type.

§ 70.54 PERMIT PARKING IN LIEU OF COIN DEPOSIT.

(A) The other provisions of §§ 70.76 through 70.82 of this chapter notwithstanding, vehicles may be lawfully parked in compliance with the requirements of this section, provided that the permit issued pursuant to this section is displayed by being hung from the rear view mirror or fully visible on the passenger side of the dashboard of said vehicle.

(B) In accordance with policies and procedures as are approved by the Committee on Traffic and Public Safety, the Parking Manager or his/her designee is hereby authorized to issue parking permits at monthly fees, or school semester fees under contractual arrangement, as prescribed herein. Such permits shall allow parking in lieu of the deposit of the required coin in any metered parking space unless otherwise posted or in any parking space designated by posting " Permit Parking Only" located in any of the following districts during the times prescribed:

<u>Parking District</u>	<u>Permit Rate Established</u>
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<u>8:00 a.m. to 5:30 p.m. Monday through Friday</u>	
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<i>Downtown On-Street -</i>	\$40.00
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area to include 10 hour metered spaces east of Canal Street, excluding Elm Street	
--	--

<u>5:30 p.m. to 10:00 p.m. Monday through Friday, and Saturday 8:00 a.m. to 10:00 p.m.</u>	
--	--

<i>Civic Center Event decal -</i>	\$30.00
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any 10-hour meter in all districts not otherwise posted	
---	--

<u>8:00 a.m. to 5:30 p.m. Monday through Friday</u>	
---	--

<i>Other Parking Lots -</i>	\$45.00
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Hartnett Lot	
--------------	--

Middle Street Lot	
-------------------	--

Pearl Street Lot	
------------------	--

Pine Street Lot	
-----------------	--

4

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester; 70.54 by adding new lots, Lake Avenue Lot and Rines Center Lot, eliminating Victory Garage Prepay Rate, establishing a range of event rates for the Pine Lot to allow the Parking Manager to set the rate at a lower level if warranted, and establishing a range of event rates for the Lake Avenue Lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

8:00 a.m. to 5:30 p.m. Monday through Friday

Lake Avenue Lot

\$65.00

24 hours, 7 days per week

Rines Center (1528 Elm Street)

Rines Center Parking Only

area to include the Rines Center parking lot and garage. Parking restricted to Rines Center employees and visitors only.

8:00 a.m. to 8:00 p.m. Monday through Friday

District 20

\$40.00

Area: Commercial Street both sides, bounded on the north by Canal Street and on the south by Arms Street. Dow Street both sides easterly from Commercial Street to the railroad tracks. Bedford Street east side from Kidder Street to a point 272 feet southerly.

District 21

\$40.00

UHN Student rate by semester

\$20.00

Area: Bedford Street both sides, bounded on the north by a point 272 feet south of Kidder Street and on the south by a point 855 north of Pleasant Street; Spring Street both sides bounded on the east by Bedford Street and on the west by Commercial Street; Commercial Street both sides bounded on the north by Arms Street and on the south by Waumbec Street; Arms Street, both sides bounded by Commercial Street on the east and Stark Street on the south; Stark Street both sides, bounded by Commercial Street to the east, and Mungalls Street to the west; Arms Lot, Arms extension Lot, Arms Outer Lot and Bedford Lot.

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City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester; 70.54 by adding new lots, Lake Avenue Lot and Rines Center Lot, eliminating Victory Garage Prepay Rate, establishing a range of event rates for the Pine Lot to allow the Parking Manager to set the rate at a lower level if warranted, and establishing a range of event rates for the Lake Avenue Lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

District 22 \$40.00

Area: Bedford Street both sides bounded by a point 855 feet north of Pleasant Street and Granite Street to the south; Commercial Street, both sides bounded by Waumbec Street to the north and Granite Street to the south; Phillippe Cote Street both sides bounded by Commercial Street at each end; Textile Court south side from Commercial Street to the dead end; Pleasant Street, both sides bounded by Bedford Street to the east, Commercial Street to the west.

District 23 \$40.00

Area: South Bedford Street west side bounded on the north by Depot Street and on the south to the dead-end; South Commercial Street both sides bounded on the north by Granite Street and on the south by South Bedford Street

District 24 \$45.00

Area: Myrna lot	Per-Hour	Rate
	0-1	\$.75
	1-2	\$1.50
	2-3	\$2.25
	3-4	\$5.25
	4-5	\$8.25
	5-6	\$11.25
	6-7	\$14.25
	7-8	\$17.00 Daily Maximum

District 25 \$40.00

Area: Seal-Tanning Lot

No permit issued under the authority of this section shall be valid in any other metered space or in any other area. No permit shall be issued for a period in excess of one year. The permits authorized by this section shall not entitle the holders thereof to either priority or guaranteed parking.

(Ord. passed 8-6-02; Am. Ord. passed 6-3-03; Am. Ord. passed 6-8-04)

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City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester; 70.54 by adding new lots, Lake Avenue Lot and Rines Center Lot, eliminating Victory Garage Prepay Rate, establishing a range of event rates for the Pine Lot to allow the Parking Manager to set the rate at a lower level if warranted, and establishing a range of event rates for the Lake Avenue Lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows: **§ 70.57 PARKING RATES.**

Except as otherwise ordered by the Board of Mayor and Aldermen, rates shall be charged for parking in city-owned facilities and on-street as follows:

(A) Parking garage rates:

- (1) Hourly rate \$0.50 per hour 6:00 a.m. to 10:00 p.m.
Monday through Friday excluding holidays
Victory Garage
- (2) Monthly rate \$70.00 for 6:00 a.m. to 7:00 p.m.
Monday through Friday excluding holidays
Victory Garage, 1155 Elm Street, Wall Street Garage
- (3) Monthly rate \$75.00 - 24 hours per day
Monday through Saturday excluding holidays
(includes posted civic center event times)
Victory Garage
- ~~(4) Prepay rate after 6:00 p.m.
Monday through Saturday excluding holidays
Victory Garage - \$3.00 per vehicle~~
- (5)(4) Validation Program 6:00 a.m. to 10:00 p.m.
(including civic center Event Parking), three hour limit
Victory Garage (Validating tickets available to retailers at a cost of \$0.25 per ticket. Each ticket good for one hour free parking.)
- (6)(5) Civic Center Event Parking Fees - (to be posted for Civic Center Events)
 - (a) Victory Garage - \$3.00 prepay,
Monday through Friday Early Bird Special
4:00 p.m. - 6:00 p.m. arrival time;
\$5.00 prepay Monday through Friday after 6:00 p.m.,
Saturday/Sunday starting two hours prior to event
- (7)(6) Lost Chip Fee - \$6.00 for the daily maximum rate and \$10.00 for replacement of the lost chip. Total fee of \$16.00
- (8)(7) Daily Maximum Rate - \$6.00

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City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester; 70.54 by adding new lots, Lake Avenue Lot and Rines Center Lot, eliminating Victory Garage Prepay Rate, establishing a range of event rates for the Pine Lot to allow the Parking Manager to set the rate at a lower level if warranted, and establishing a range of event rates for the Lake Avenue Lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

(B) Parking lot rates:

- (1) Hourly rates - as established by the Committee on Traffic and Public Safety subject to approval of the Board of Mayor and Aldermen and are outlined herein
- (2) By permit as established pursuant to § 70.54
- (3) Civic Center Event Parking Fees -

(a) To be posted Civic Center Event Parking:

Pine Street Lot	\$6.00 - \$10.00 prepay
Lake Avenue Lot	\$10.00 - \$15.00 prepay
Hartnett Lot	5.00 prepay
Arms Lot	5.00 prepay
Bedford Lot	5.00 prepay
Seal Lot	5.00 prepay

- (b) Civic Center Event Decal \$30.00 per month, 5:30 p.m. to 8:00 p.m. Monday through Friday

Permit and metered sections - Pine Street Lot, Pearl Street Lot, Seal Lot, Arms Lot, Bedford Lot, Hartnett Lot; and 10 hour metered spaces Pearl Street Lot, Granite Street Lot, and Arms Outer Lot

(4) Parking Lots (rates and time limits).

(a)	<u>Lot</u>	<u>Maximum Hours</u>	<u>Rate Per Hour</u>
	Pine Street Lot	2 Hours	\$.50
	Lake Avenue Lot	N/A - Permit Only	See Permits
	Hartnett Lot	10 hours	\$.50
	Arms Lot	10 hours	\$.50
	Bedford Lot	10 hours	\$.50
	Seal Lot	N/A - Permit Only	See Permits
	Middle Street Lot	2 Hours	\$.50

Y

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester; 70.54 by adding new lots, Lake Avenue Lot and Rines Center Lot, eliminating Victory Garage Prepay Rate, establishing a range of event rates for the Pine Lot to allow the Parking Manager to set the rate at a lower level if warranted, and establishing a range of event rates for the Lake Avenue Lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Arms, Extension	10 hours	\$.50
Arms Outer Lot	10 hours	\$.50
Pearl Street lot	2 Hours/10 Hours	\$.50
1155 Elm Street	N/A – Permit Only	See Permits

(b) Myrna Lot	Hours	Rate Per Hour
	0-1	\$.75
	1-2	\$1.50
	2-3	\$2.25
	3-4	\$5.25
	4-5	\$8.25
	5-6	\$11.25
	6-7	\$14.25
	Daily Maximum 7-12	\$17.00

(C) Myrna Lot Validation Program, Myrna Lot, 8 a.m. to 8 p.m., validating tickets available to retailers at a cost of \$0.75 per ticket. Each ticket good for one hour parking.

(D) Myrna Lot Rate Reduction Program, Myrna Lot, 8 a.m. to 8 p.m., allowing business customers to pay \$0.75 per hour for up to 12 hours. Tickets issued only to businesses with customers using the Myrna Lot, and are free of charge.

(E) On-street parking rates:

- (1) By permit rate as established pursuant to § 70.54
- (2) No fee when meeting the requirements of § 70.55 relating to residential parking permits.
- (3) \$30.00 per month civic center Event Decal 5:30 p.m. to 10:00 p.m. Monday through Friday, and Saturday 8:00 a.m. to 10:00 p.m. - For 10 hour meters any location in lieu of coin deposit
- (4) Hourly rates - metered \$0.50 per hour all meters pursuant to regulations established by the Committee on Traffic and Public Safety with the approval of the Board of Mayor and Aldermen

(Ord. passed 8-6-02; Am. Ord. passed 1-21-03; Am. Ord. passed 6-3-03; Am. Ord. passed 6-1-04; Am. Ord. passed 1-4-05)

Y

CITY OF MANCHESTER

PARKING DIVISION



Brandy Stanley
Parking Manager
bstanley@manchesternh.gov

November 26, 2007

**Mr. Ed Osborne, Chairman
Committee on Public Safety, Health and Traffic
One City Hall Plaza
Manchester, NH 03101**

Re: Traffic Code of Ordinance Changes Requested

Dear Chairman Osborne:

The attached ordinance changes comprise several different requests, as detailed below.

Lake Avenue Lot

The Economic Development Office has been working on a proposal for the City of Manchester to lease a proposed parking lot on Lake Avenue between Elm and Chestnut Streets. The concept itself and the terms of the lease will be presented to the Lands and Buildings Committee on December 11th. Due to the timeline both the owners and the Economic Development Office have laid out, we are requesting that the ordinance changes be approved by this committee and forwarded for consideration by the full board as a package with the lease on December 18th.

The proposed monthly parking rate for the lot is \$65.00 per month, and the event rates are a range of \$10.00 to \$15.00, depending upon the event. As you know, some events are better attended than others, and having the ability to set the rates depending upon attendance figures should ultimately result in higher revenues.

Rines Center Lot and Garage

The second portion of the proposed ordinance is the establishment of the Rines Center Lot and Garage. This change is the result of a request by Health Department Head Tim Soucy to restrict parking on the property. The Health Department has recently experienced vandalism and trash relating to a nearby event venue, and has incurred substantial costs cleaning up the mess following these events. The ordinance is intended

Y

to allow the police department to ticket unauthorized vehicles parked on the property by restricting parking privileges to employees and visitors of the Rines Center.

Victory Parking Garage Pre-pay Rate

Currently, all cash customers entering the garage after 6:00pm are asked to pay a pre-pay rate of \$3.00. This rate was established to enable the parking garage to collect revenues for vehicles anticipated to be in the garage after closing time. As the new parking equipment will require customers to pay by credit card upon exit after the garage closes, this measure is no longer necessary, and we would like to eliminate it.

Pine Lot Event Rates

We are requesting a change to the event rate structure for the Pine Lot. Since we have assumed management of the parking lot, it has become apparent that we are losing revenue opportunities by fixing the event rate at \$10. There are many events (Wolves games, Circus, etc.) that are not filling the arena, and we get little if any business at the \$10 rate. Additionally, private operators in the area adjust their rates downward for these events to draw additional business, further pricing the Pine Lot out of the market.

We are requesting the proposed range of \$6-\$10 per event, to be set by the Parking Manager as needed to price the lot competitively depending upon the event and the attendance levels.

Thank you for reviewing the attached request, and should the changes be approved by the committee, we respectfully request that they be forwarded to the full board for further review and approval.

Sincerely,

Brandy Stanley
Parking Manager

CC: Committee Members
City Clerk

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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health & Traffic respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

Section 70.36 Stopping, Standing, or Parking Prohibited

SIGNAGE – “CAUTION ELDERLY CROSSING AHEAD”

On Massabesic Street, east and west of Old Falls Road

RESCIND METERS – 10 HOURS:

On Hanover Street, north side, from Union Street to Beech Street (18 meters)

15-MINUTE PARKING:

On Alsace Street, east side, from a point 30 feet south of Bremer Street to a point 18 feet southerly

2-HOUR PARKING – METERS (8 AM-8 PM/MONDAY-FRIDAY):

On Pine Street, west side, from a point 180 feet north of Amherst Street to a point 85 feet northerly

NO PARKING ANYTIME:

On Pine Street, west side, from Amherst Street to a point 180 feet northerly

2

NO PARKING ANYTIME (EMERGENCY ORDINANCE):

On Bruce Road, east side, from a point 222 feet north of Sagamore Street to a point 75 feet northerly

On Mammoth Road, west side, from Nelson Street to a point 112 feet northerly

On Renard Street, north side, from a point 60 feet east of Benjamin Street to a point 80 feet easterly

RESCIND NO PARKING ANYTIME:

On Pine Street, west side, from Amherst Street to a point 150 feet northerly
(Ord. 3521)

On Riley Avenue, both sides, from a point 70 feet north of Young Street to a point 65 feet northerly (Ord. 7331)

**NO PARKING DURING SCHOOL HOURS – BUS STOP (8 AM-9 AM/
2 PM-3 PM – EMERGENCY ORDINANCE):**

On Bruce Road, east side, from a point 142 feet north of Sagamore Street to a point 80 feet northerly

RESCIND NO PARKING HANDICAP ZONE – HANDICAP PARKING ONLY:

On Pine Street, west side, from a point 240 feet north of Amherst Street to a point 25 feet north (Ord. 3522)

ADD PARKING REGULATIONS IN MILLYARD AREA

PERMIT PARKING ONLY (8 AM – 8 PM):

On Commercial Street, east side, from a point 1237 feet south of Canal Street to a point 430 feet north of Spring Street

On Commercial Street, east side, from a point 445 feet south of Canal Street to a point 655 feet southerly

METERS – 2 HOURS (8 AM – 8 PM – NO PERMIT PARKING):

On Commercial Street, east side, from a point 1100 feet south of Canal Street to a point 137 feet southerly

2

**RESCIND PARKING REGULATIONS (AS DESIGNATED)
IN MILLYARD AREA**

METERS – 2 HOURS (8 AM – 8 PM – NO PERMIT PARKING):

On Commercial Street, east side, from a point 951 feet north of Spring Street to a point 1129 feet north of Spring Street

PERMIT PARKING ONLY (8 AM – 8 PM):

On Commercial Street, east side, from a point 430 feet north of Spring Street to a point 951 feet northerly

On Commercial Street, east side, from a point 1129 feet north of Spring Street to a point 445 feet south of Canal Street

REPEALING PROVISIONS

That all rules and regulations now in effect in accordance with the provisions of an Ordinance “Chapter 70 Motor Vehicles and Traffic” as adopted august 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted be repealed.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee



To the Board of Mayor and Aldermen of the City of Manchester:

The Special Committee on Alcohol and Other Drugs/Youth Services respectfully advises, after due and careful consideration, that it has requested department heads from CIP, EAP, Health, Library, Mayor's Office, OYS, Police and Schools designate individuals from their respective departments to participate in issues pertaining to this committee.

(Aldermen O'Neil, Pinard and Forest voted yea; Aldermen Duval and Garrity were absent.)

Respectfully submitted,



Clerk of Committee

AA



City of Manchester

12/04/2007 Nos. 2 & 3 Nominated

12/04/2007 Nos. 1, 4, 5, 6, 7
Nominated and Confirmed

Office of the Mayor
Hon. Frank C. Guinta

December 4, 2007

The Honorable Board of Aldermen
One City Hall Plaza
Manchester, NH 03101

Dear Members of the Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1) Christopher Newton to succeed Gregory Faltin (term limit) as a member of the Heritage Commission, term to expire January 1, 2011;
- (2) Stephanie McLaughlin to succeed Gregory Goucher (term limit) as a member of the Heritage Commission, term to expire January 1, 2011;
- (3) Kristy Stewart to succeed Christopher Newton as an alternate member of the Heritage Commission, term to expire January 1, 2010;
- (4) William Houghton to succeed himself as a member of the Highway Commission, term to expire January 15, 2011;
- (5) Joan Flurey to succeed herself as a member of the Highway Commission, term to expire January 15, 2011;
- (6) Paul Martel to succeed himself as a member of the Personnel Appeals Board, term to expire March 1, 2010;
- (7) Jeff Dobe to succeed himself as a member of the Senior Services Commission, term to expire January 1, 2011.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor & Aldermen. Your consideration of these nominees is appreciated.

Sincerely,

Frank C. Guinta
Mayor

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Stephanie F. McLaughlin

100 West Merrimack Street; Manchester, NH 03101
617/899-2856 M * stephmclaughlin@yahoo.com

WORK EXPERIENCE

Savoir Faire Marketing/Communications

Manchester, NH

Principal

4/07 – present

Collaborate with the owners or managers of small to medium-sized service businesses to identify and attain growth-related goals by discovering and expressing their unique stories to multiple audiences and employing persuasive communications tools to achieve results. Clients include: Dynamic Network Services, Image 4, City of Manchester Economic Development Office, Audubon Society of NH, Greater Manchester Chamber of Commerce and Chiropractic Associates.

Sheehan Phinney Bass + Green PA

Manchester, NH

Director of Client Development

5/05 – 2/07

Responsible for all internal and external marketing as well as communications and targeted business development activities for the third-largest law firm in NH, with 55 attorneys and four offices in two states. Responsibilities include: create and manage department budget of more than \$500K; plan and execute firm events, from 50 to 250 people; work with consultant to redesign firm Web site; keep site current; design and placement of advertising; creation of press releases and story ideas, plus media relations with local and regional press; firm sponsorships and civic involvement; design and production of marketing collateral, among other tasks.

Business NH Magazine

Manchester, NH

Associate Publisher

1/03 – 11/04

Managed all aspects of the day-to-day operations of the largest business magazine in NH with monthly readership of 53,000. Managed staff of 12 including editorial, sales, production, circulation and events departments. Planned editorial content. Oversaw sales, including setting and meeting monthly projections. Supervised art direction and production. Guided circulation activities including subscription maintenance and expiration. Directed strategic marketing activities. Created and maintained departmental and overall budgets. Adhered to strict deadlines. Anticipated and solved problems.

Freelance Public Relations/Communications Practitioner

1/02 – 3/03

Created and managed public relations campaigns for clients including Canterbury Shaker Village, an outdoor history museum, and Tommy Bahama Offshore Racing, a high-speed powerboat racing team.

Fuse Inc.

Newburyport, MA

Public Relations Manager

12/00 – 1/02

Managed public relations activities for a mid-sized advertising agency including developing proposals and implementing campaigns for clients. Pitched stories to local, national and trade press. Managed media contacts and worked with multi-discipline teams to implement the most effective plans for clients.

New England Medical Center

Boston, MA

Communications Officer

11/99 – 12/00

Wrote, edited and produced weekly internal newsletter, brochures, programs invitations and other internal and external communications pieces; pitched hospital stories to local media; planned, executed and managed hospital events; managed crisis communications with local media; acted as hospital spokesperson.

Stephanie F. McLaughlin

100 West Merrimack Street; Manchester, NH 03101
617/899-2856 M * stephmclaughlin@yahoo.com

City of Boston, Mayor's Office

Policy Analyst

Boston, MA

5/95 – 5/99

Managed special projects for Chief of Policy including: * Boston Youth Sports Congress – A multi-departmental initiative that sought to identify and address under-served populations and conditions preventing urban youth from participating in organized sports. * Handgun Liability Legislation – Conducted all background research and national outreach for state legislation, filed by the Mayor.

The Boston Globe

Editorial Assistant/Writer

Boston, MA

1/91 – 4/95

Covered breaking news stories and wrote daily news features as a general assignment reporter for the Metro/Region section. Provided support for three-person City Hall bureau and six-person State House bureau. Covered campaign events in 1993 mayoral and 1994 gubernatorial primary campaigns. Wrote freelance articles for Travel, Food and Living/Arts.

EDUCATION

Northeastern University

Boston, MA

B.A., *magna cum laude*, June 1995. *Major*: Journalism. *Minor*: Political Science.

Study Abroad Program, Ireland and Northern Ireland, September 1993 - March 1994.

AFFILIATIONS/VOLUNTEER WORK

Manchester Young Professionals Network

Chair, Marketing Committee

2007 to present

President

2005 to 2007

Founding Member

2004 to present

The Manchester Young Professionals Network is a membership organization for the region's young professionals to meet, connect and build social and professional networks. Created in October 2004, MYPN helps to improve its members' networking skills, expand their contact base, and provide the opportunity to promote themselves and their business in a relaxing setting.

The Hippo

11/2007 to present

Lifestyle columnist for southern NH's weekly alternative newspaper.

The Jaw

8/2007 to present

Advisor to monthly teen publication created for teens, by teens.

Manchester Heritage Commission (*appointed by Mayor*)

2006 to present

Fisher Cats Young Professional Advisory Group (*appointed by Mayor*)

2006

Manchester Historic Association Masquerade Ball event committee

2005

Manchester YWCA Girls' Night Out event committee

2004-2005

Governor's Task Force on After School (*appointed by Governor*)

2004

Creative Economy Task Force

2004

K R I S T Y A . S T U A R T

82 – 3 MECHANIC STREET

MANCHESTER, NH 03101

PHONE: 603-562-6766

EMAIL: kristystu@hotmail.com

EDUCATION

University of South Carolina
Bachelor of Arts in Political Science
Cognate: Asian Studies
Overall GPA: 3.08

Columbia, SC
12/00

PROFESSIONAL EXPERIENCE

Mitt Romney for President
Statewide Field Director

Manchester, NH
1/07 – present

- Managing, overseeing and directing six field representatives whose responsibility it is to develop a network and organization of supporters, volunteers, and local leaders in their defined territory
- Responsible for developing a network of supporters, volunteers and local leaders in the cities of Manchester and Nashua
- Ensuring that field staff implement and execute the campaign plan

New Hampshire State Senate
Legislative Aide

Concord, NH
1/03 – 7/04, 11/04 – 12/07

- Organized hearings and agency presentations on the proposed Budget and Capital Budget; tracked and researched legislation for members of the Finance and Capital Budget Committees
- Closely followed the details of the Budget to serve as an additional resource to members of the Senate, House, general public and lobbyists
- Produced hearing reports, floor speeches and draft amendments for Senators
- Ensured that committees met various legislative deadlines and follow proper parliamentary procedure
- Assisted with constituent relations and ensured a general preparedness for the chair of Senate Finance

Norway Hill Associates
Campaign Staff

Hancock, NH
7/04 – 11/04

- Campaign Manager for Bob Flanders for State Senate campaign
 - Organized and managed volunteer efforts, campaign events, fundraisers and parades
 - Managed media coverage of candidate
- Campaign Staff to three State Senate races
 - Assisted in organizing campaign events including: house parties, parades, press conferences
 - Organized and managed volunteer efforts: poll standing, canvassing neighborhoods and targeted mailings

New Hampshire Republican State Committee
Office Manager

Concord, NH
7/01 – 1/03

- Managed volunteers including volunteer placement and volunteer phone banks
- Managed nearly 9 million dollars of revenue and expenditures while in compliance with both federal and state campaign finance regulations
- Filed detailed campaign finance reports to the Federal Election Commission and the N.H. Secretary of State

VOLUNTEER ACTIVITIES

Hillsborough Pride Main Street Program, Board Member
Worked to help revitalize downtown Hillsborough

Hillsborough, NH
05/06 – 06/07

Police Attrition Commission – Town of Hillsborough, NH
Studied the high rate of exit at the Hillsborough Police Department

Hillsborough, NH
05/04 – 08/04

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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance Amendment:

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee.”

ought to pass.

(Unanimous vote.)

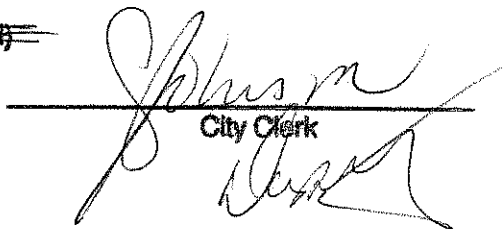
At a meeting of the Board of Mayor and Aldermen

held Dec 4, 2007 on a motion of Ald. Duval

duly seconded by Ald. O'Neil the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~


City Clerk

Respectfully submitted,



Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend the Code of Ordinances by inserting new language as bolded (**bold**). All other sections to the above referenced ordinance will remain unchanged.

§ 70.57 PARKING RATES:

Except as otherwise ordered by the Board of Mayor and Aldermen, rates shall be charged for parking in city-owned facilities and on-street as follows:

(A) Parking garage rates:

- (1) Hourly rate \$0.50 per hour 6:00 a.m. to ~~6:00~~ **10:00** p.m.
Monday through ~~Saturday~~ **Friday** excluding holidays
Victory Garage
- (2) Monthly rate \$70.00 for 6:00 a.m. to 7:00 p.m.
Monday through Friday excluding holidays
Victory Garage, 1155 Elm Street, Wall Street Garage
- (3) Monthly rate \$75.00 - 24 hours per day
Monday through Saturday excluding holidays
(includes posted civic center event times)
Victory Garage
- (4) Prepay rate after 6:00 p.m.
Monday through Saturday excluding holidays
Victory Garage - \$3.00 per vehicle
- (5) Validation Program 6:00 a.m. to ~~8:00~~ **10:00** p.m.
(including civic center Event Parking), three hour limit
Victory Garage (Validating tickets available to retailers at a cost of \$0.25 per ticket. Each ticket good for one hour free parking.)
- (6) Civic Center Event Parking Fees - (to be posted for Civic Center Events)
 - (a) Victory Garage - \$3.00 prepay,
Monday through Friday Early Bird Special
4:00 p.m. - 6:00 p.m. arrival time;
\$5.00 prepay Monday through Friday after 6:00 p.m.,
Saturday/Sunday starting two hours prior to event

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

- (7) **Lost Chip Fee - \$6.00 for the daily maximum rate and \$10.00 for replacement of the lost chip. Total fee of \$16.00**
- (8) **Daily Maximum Rate - \$6.00**

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Zoning Ordinance Amendment:

“Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking.”

ought to pass.

(Unanimous vote with the exception of Alderman Gatsas who was opposed.)

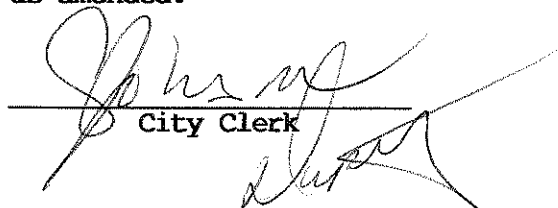
**In Board of Mayor and Aldermen.
December 4, 2007.**

On motion of Alderman DeVries, duly seconded by Alderman Duval, it was voted to amend the report by amending the ordinance to Mr. MacKenzie's recommendations and voted to accept the report as amended.

Respectfully submitted,

L. R. Bernier

Clerk of Committee



City Clerk

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

“Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking as follows:

Amend Article 5, Use Regulations, Table 5.10 by making the following changes in the column under B-1:

- In A2. Single family attached (townhouse) dwellings, change “--” to “P”;
- In D7. Small scale assembly, fabrication and craftsmen businesses with no outside storage or machinery, change “—” to “P”; and add “8.13” in the Supplementary column;
- In D8. Artisans Lofts including living and working facilities in the same unit for craftsmen and artisans, change “--” to “P”;
- In F2. Split this row in two with the following:
 - F2-1 “Furniture and major appliance stores greater than 8,000 square feet” leaving the same designations as the current F2 section;
 - F2-2 “Furniture and major appliance stores up to 8,000 square feet” with designations identical as F2-1 except change “--” to “P” under the column B-1;
- In F5. Sales of general goods and merchandise within an establishment of up to 8,000 square feet, change “CU” to “P”;
- In H-1-1. Banking, financial, real estate and insurance offices, change “CU” to “P”;
- In H-1-2. Other business and professional offices, change “CU” to “P”;
- In H-3-2. Bed and breakfast, change “CU” to “P”;
- In H-4-1. Theaters, cinemas, concert halls, change “--” to “P”;
- In H-5-2. Indoor health and fitness center, pool, gym or membership recreation center, change “CU” to “P”;
- In J2. Private Elementary or Secondary school, change “—” to “P”;
- In J5. Cultural facilities, such as museums and libraries, change “—” to “P”;

Amend Article 5, Use Regulations, Table 5.11 Accessory Uses by making the following changes in the column under B-1:

- In L1. Accessory dwelling within a single family detached residence, change “--” to “P”;
- In L4. Accessory retail or consumer use in a multifamily dwelling, change “—” to “SE”.

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Amend Article 6, Dimensional Regulations, Table 6.07 by making the following changes in the row of B-1:

Under Front Setback (feet), change "10" to "-";
Under Rear Setback (feet), change "15" to "10";
Under Floor Area Ratio, change ".5" to "2".

Amend Article 8, Supplementary Regulations for Specific Uses, Subsection 8.01 by adding a "B-1" in the last row of the table so that it reads: "R-3, CBD, and B-1";

Amend Article 9, Sign Regulations, Subsection 9.07 Signs Prohibited Under this Ordinance by deleting in F the following phrase: "...protrude above the sills of the windows above the first story,..." and insert in its place "...larger than eight (8) feet in height..."; and adding a new subsection I. to read as follows:

"I. Signs on the building blocking windows."

Amend Article 10, Off-Street Parking and Loading Requirements by making the following changes:

Subsection 10.02 A. Areas and buildings subject to parking requirements, by adding "Neighborhood Business District" so that it reads: "In any district except the Central Business District and the Neighborhood Business District (B-1),..."

Subsection 10.02 C. by deleting the subsection and inserting in its place:

"C. Districts exempt from parking requirements. All development and changes in use in the CBD and the B-1 districts shall be exempt from the requirements for providing off-street parking and loading of this Article. Additional parking limitations apply as indicated in Section 10.07."

Subsection 10.02 D2. by deleting "B-1".

Subsection 10.02 D3. by deleting "B-1".

Subsection 10.07 by adding a new J (and renumbering the current J to K) to read as follows:

10

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

“Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

“J. Parking limitations in the B-1 District. For newly constructed buildings in the B-1 District, there shall be no parking in the front yard of the building.”

Subsection 10.09 A. Non-residential districts, by adding: “Except in the B-1 District as described in Subsection 10.07 J,....: at the beginning of the first sentence of the subsection.

SECTION II. Resolve this ordinance shall take effect upon passage.

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend the Code of Ordinances by inserting new language as bolded (**bold**). All other sections to the above referenced ordinance will remain unchanged.

§ 70.57 PARKING RATES:

Except as otherwise ordered by the Board of Mayor and Aldermen, rates shall be charged for parking in city-owned facilities and on-street as follows:

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Victory Garage, 1155 Elm Street, Wall Street Garage
- (3) Monthly rate \$75.00 - 24 hours per day
Monday through Saturday excluding holidays
(includes posted civic center event times)
Victory Garage
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- (5) Validation Program 6:00 a.m. to ~~8:00~~ **10:00** p.m.
(including civic center Event Parking), three hour limit
Victory Garage (Validating tickets available to retailers at a cost of \$0.25 per ticket. Each ticket good for one hour free parking.)
- (6) Civic Center Event Parking Fees - (to be posted for Civic Center Events)
 - (a) Victory Garage - \$3.00 prepay,
Monday through Friday Early Bird Special
4:00 p.m. - 6:00 p.m. arrival time;
\$5.00 prepay Monday through Friday after 6:00 p.m.,
Saturday/Sunday starting two hours prior to event

City of Manchester New Hampshire

In the year Two Thousand and ~~seven~~

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- (7) **Lost Chip Fee - \$6.00 for the daily maximum rate and \$10.00 for replacement of the lost chip. Total fee of \$16.00**
- (8) **Daily Maximum Rate - \$6.00**

15

City of Manchester New Hampshire

In the year Two Thousand and seven

AN ORDINANCE

Amending §70.78 to increase the penalty for parking within 15 feet of a fire Hydrant.

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

Amend §70.78 by increasing the Basic Penalty for Parking within 15 feet of fire hydrant to \$75 and increasing the Increased Penalty for Parking within 15 feet of fire hydrant to \$100.

<i>VIOLATION</i>	<i>BASIC PENALTY</i>	<i>INCREASED PENALTY</i> (After 7 days from the notice of violation)
Expired parking meter	\$10	\$20
Overtime parking meter	\$15	\$30
Night parking	\$25	\$50
Overtime parking - no meter	\$30	\$60
No parking zone	\$50	\$75
No parking tow zone	\$50	\$75
Fire lane	\$50	\$75
Parking within 15 feet of fire hydrant	\$50 \$75	\$75 \$100
Parking within 5 feet of private driveway	\$50	\$75
Handicapped parking space - access aisle	\$100	\$200
Handicapped zone	\$250	\$300
Failure to display pay & display receipt	\$10	\$20

15

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking as follows:

Amend Article 5, Use Regulations, Table 5.10 by making the following changes in the column under B-1:

- In A2. Single family attached (townhouse) dwellings, change "--" to "P";
- In D7. Small scale assembly, fabrication and craftsmen businesses with no outside storage or machinery, change "--" to "P"; and add "8.13" in the Supplementary column;
- In D8. Artisans Lofts including living and working facilities in the same unit for craftsmen and artisans, change "--" to "P";
- In F2. Split this row in two with the following:
 - F2-1 "Furniture and major appliance stores greater than 8,000 square feet" leaving the same designations as the current F2 section;
 - F2-2 "Furniture and major appliance stores up to 8,000 square feet" with designations identical as F2-1 except change "--" to "P" under the column B-1;
- In F5. Sales of general goods and merchandise within an establishment of up to 8,000 square feet, change "CU" to "P";
- In H-1-1. Banking, financial, real estate and insurance offices, change "CU" to "P";
- In H-1-2. Other business and professional offices, change "CU" to "P";
- In H-3-2. Bed and breakfast, change "CU" to "P";
- In H-4-1. Theaters, cinemas, concert halls, change "--" to "P";
- In H-5-2. Indoor health and fitness center, pool, gym or membership recreation center, change "CU" to "P";
- In J2. Private Elementary or Secondary school, change "--" to "P";
- In J5. Cultural facilities, such as museums and libraries, change "--" to "P";

Amend Article 5, Use Regulations, Table 5.11 Accessory Uses by making the following changes in the column under B-1:

- In L1. Accessory dwelling within a single family detached residence, change "--" to "P";
- In L4. Accessory retail or consumer use in a multifamily dwelling, change "--" to "SE".

15

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Amend Article 6, Dimensional Regulations, Table 6.07 by making the following changes in the row of B-1:

Under Front Setback (feet), change "10" to "--";
Under Rear Setback (feet), change "15" to "10";
Under Floor Area Ratio, change ".5" to "2".

Amend Article 8, Supplementary Regulations for Specific Uses, Subsection 8.01 by adding a "B-1" in the last row of the table so that it reads: "R-3, CBD, and B-1";

Amend Article 9, Sign Regulations, Subsection 9.07 Signs Prohibited Under this Ordinance by deleting in F the following phrase: "...protrude above the sills of the windows above the first story,..." and insert in its place "...larger than eight (8) feet in height..."; and adding a new subsection I. to read as follows:

"I. Signs on the building blocking windows."

Amend Article 10, Off-Street Parking and Loading Requirements by making the following changes:

Subsection 10.02 A. Areas and buildings subject to parking requirements, by adding "Neighborhood Business District" so that it reads: "In any district except the Central Business District and the Neighborhood Business District (B-1),..."

Subsection 10.02 C. by deleting the subsection and inserting in its place:

"C. Districts exempt from parking requirements. All development and changes in use in the CBD and the B-1 districts shall be exempt from the requirements for providing off-street parking and loading of this Article. Additional parking limitations apply as indicated in Section 10.07."

Subsection 10.02 D2. by deleting "B-1".

Subsection 10.02 D3. by deleting "B-1".

Subsection 10.07 by adding a new J (and renumbering the current J to K) to read as follows:

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

“Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

“J. Parking limitations in the B-1 District. For newly constructed buildings in the B-1 District, there shall be no parking in the front yard of the building.”

Subsection 10.09 A. Non-residential districts, by adding: “Except in the B-1 District as described in Subsection 10.07 J,.....: at the beginning of the first sentence of the subsection.

SECTION II. Resolve this ordinance shall take effect upon passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

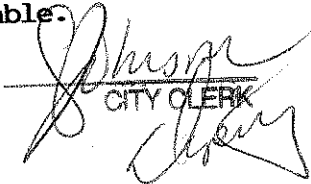
IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

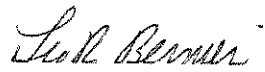
ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.


CITY CLERK

Respectfully submitted,



Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, and 875-16."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. "Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (General Industrial/Industrial Park) located on Gold Street including Tax Map 875, Lots 14, 15, and 16, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of the intersection of Gold Street and John E. Devine Drive extended, said point being on the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, approximately 965 ft. to a point;

Thence, southerly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 570 ft. to a point;

Thence, southwesterly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 1,075 ft. to a point;

Thence, northwesterly generally along the centerline of the former Lawrence Branch of the Boston and Maine Railroad, a distance of approximately 1,090 ft. to a point, said point being the zone boundary line of the R-1B (Residential One-Family) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the new zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, after this amendment, a distance of approximately 515 ft. to a point, said point also being the point of beginning.

Said description to include TM 875, Lot 14, Lot 15, and Lot 16 consisting of approximately 19.43 acres of private land, to be rezoned from IND (General Industrial/Industrial Park) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin's Cemetery

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.

Respectfully submitted,



Clerk of Committee


CITY CLERK

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery and being more particularly bounded and described as follows:

Beginning at a point at the centerline of Bradley Street at a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1), said point being on the zone boundary line of the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment;

Thence, westerly across the Right of Way of Bradley Street and continuing along the northerly boundary of said property of the Diocese of Manchester TM 691-143-1, said line also being the zone boundary line between the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment, approximately 1206 ft. to a point;

Said point being the end of the northerly boundary of the Diocese of Manchester TM 691-143-1, and at the intersection with the following properties: TM 691-143, TM 691-135, TM 691-136 and TM 691-15A;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 285.94 ft. to a point;

Thence, easterly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 295.71 ft. to a point;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of approximately 130 ft. to a point, said point being on the edge of the proposed Right of Way of the Gold Street Bypass;

Thence, easterly across the Right of Way of the Gold Street Bypass to the centerline of said Bypass a distance of approximately 30 feet to a point;

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Thence, northeasterly and easterly along the centerline of the Right of Way of the Gold Street Bypass as extended to the centerline of Bradley Street a distance of approximately 1,017 feet to a point;

Thence northerly along the centerline of Bradley Street to a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (TM 691-143-1) a distance of approximately 324 feet to a point, said point also being the point of beginning.

Said description meaning to include a portion of property of the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1) consisting of approximately 8.1 acres of private land, to be rezoned from the R-1B (Single-family) zoning district to the R-3 (Urban Multi-family) zoning district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has requested staff to prepare documents to provide that the City agree to extend the term on the 2nd mortgage relating to Lowell Terrace Associates property located at the northwest corner of Lowell and Chestnut Streets to coincide with the expiration of the existing first mortgage in 2013.

(Unanimous vote)

IN BOARD OF MAYOR & ALDERMEN

DATE: May 15, 2007

ON MOTION OF ALD. Forest

SECONDED BY ALD. Shea

VOTED TO table.

L. H. Bernier
CITY CLERK

Respectfully submitted,

L. H. Bernier

Clerk of Committee

8-24-06 Tabled
10-23-06 Remanded
Tabled



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

August 9, 2006

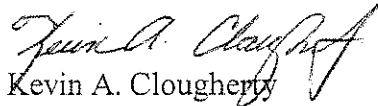
Alderman Michael Garrity
C/O Mr. Leo Bernier
City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Alderman Garrity,

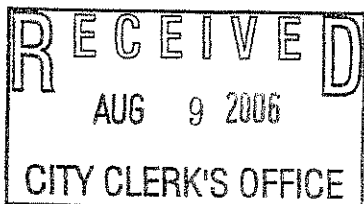
Attached is a copy of correspondence from Lowell Terrace Associates proposing a mortgage/debt consolidation for the property on the northwest corner of Lowell and Chestnut Streets. This is the item that I spoke to you about last week. With your permission, I would like to have the item discussed at the next CIP Committee meeting.

The proposal from the partnership has already been reviewed by the City Solicitor, Economic Development Director, and the Mayor's Office. Please feel free to contact me with any questions.

Sincerely,


Kevin A. Clougherty
Finance Officer

C: Thomas Clark
Paul Borek
Randy Sherman
Mayor Frank Guinta
Ken Edwards, MHRA
Peter Morgan, Property Services
Tom Musgrave, William Steele Associates



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WILLIAM STEELE & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

40 STARK STREET

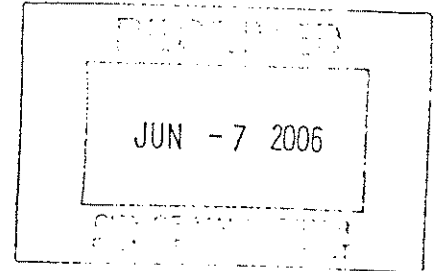
MANCHESTER, NEW HAMPSHIRE 03101

OFFICE 603-622-8881

FAX 603-647-4520

June 6, 2006

Mr. Kevin Clougherty, Finance Director
City of Manchester
One City Hall Plaza East
Manchester, NH 03101



RE: Lowell Terrace Associates

Dear Kevin:

Thank you for arranging the meeting on May 4, 2006. The meeting and subsequent telephone call the week of the 22nd was helpful. I believe we have reached some meaningful preliminary agreements concerning the terms of the original Promissory Note (Note) and subsequent amendment and modifications that will allow us to resolve the remaining issues to our mutual satisfaction.

Based on our discussions, it is my understanding that Lowell Terrace Associates (LTA) and the Manchester Housing Authority (City) agree on the following.

First, the \$1,250,000 portion of the Note is not due at this time. LTA and the City agree that the 1994 Promissory Note Amendment and subsequent modifications have extended the due date of the \$1,250,000 portion of the Note to July 1, 2013. The principal balance outstanding on this portion of the loan was \$559,811 as of December 31, 2005. Based on continuing monthly payments of \$6,885.71, this portion of the loan will be paid in full on July 1, 2013.

Second, the \$250,000 portion of the Note is due. As you know, this \$250,000 portion of the original loan has all of the characteristics of a fifty percent (50%) equity interest in the partnership. These characteristics will be described in more detail in the paragraphs that follow. The City has asked LTA to make a proposal concerning the amount of the pay off.

LTA is prepared to make the City an offer to settle the \$250,000 portion of the original loan and, once the City has reviewed and accepted the proposal, LTA will immediately seek replacement financing to pay off the City.

The original Note terms relating to the \$250,000 portion of the loan have all of the characteristics of a 50% equity interest in the partnership. Section 4 of the Note contains these provisions.

Section 4.a) of the Note describes LTA's obligation to pay interest to the City equal to 50% of the project's cash flow. In this regard, whenever LTA has made cash distributions of accumulated cash flow to its partners, a corresponding and equal cash payment has been made to the City. In connection with its settlement proposal, LTA is prepared to pay to the City 50% of the cash in its accounts, excluding cash held by LTA representing tenant deposits.

Mr. Kevin Clougherty, Finance Director

June 6, 2006

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Section 4.b) of the Note describes LTA's obligation on the twentieth anniversary date of the loan. There has been some disagreement and or misunderstanding concerning this particular provision of the loan. The City, as I understand it, feels that it would be inappropriate to reduce its entitlement under Section 4.b) of the Note by the balance outstanding on the \$1,250,000 portion of the loan. LTA maintains that the balance outstanding on the \$1,250,000 portion of the loan must be taken into account when calculating the City's entitlement. If the outstanding balance on the \$1,250,000 portion of the loan were not taken into account, the City would receive a payment exceeding the value of its 50% equity interest in the project.

Neither party expected an outstanding balance on the \$1,250,000 portion of the loan when the balloon payment due date provision for the \$250,000 portion of the loan was drafted in 1984. However, due to economic circumstances beyond the control of LTA and the City, the project was not able to service its debt and fell behind on its property taxes. Rather than assert its rights as a lien holder entitled to the delinquent property taxes, or assert its rights as the holder of the Note (which was headed into default), the City agreed to certain modifications of the Note in lieu of initiating action to take possession of the partnership's property. I submit to you that the City's actions were well reasoned and were motivated, in principal part, by the desire to protect its right to repayment of the entire outstanding balance of the loan (a balance exceeding \$1,217,000 at the time). It is not inconceivable that the City could have lost hundreds of thousands of dollars had it chosen to take possession of the property in 1994. Instead, the City acted in a manner that was both prudent and in its best interests as a lender and owner of 50% of the partnership equity. The City's actions also allowed the partners of LTA an opportunity to salvage their own 50% equity interest.

In LTA's opinion, the City's balloon payment entitlement on the \$250,000 portion of the original Note must take into account the balance outstanding on the \$1,250,000 portion of the Note. If the City's entitlement were calculated in any other manner, it would contradict the business deal between LTA and the City wherein the City was awarded a 50% equity interest in the project for its \$250,000 loan.

LTA's proposal to pay off the \$250,000 portion of the loan has been determined by treating the City as a 50% equity owner in the partnership. More specifically, the attached calculations estimate the City's balloon payment entitlement under Section 4.b) of the Note by projecting the net cash proceeds available to the partnership assuming a hypothetical sale of the property on August 1, 2006, followed by a distribution of the partnership's net assets in liquidation of the partnership.

The following assumptions are integral parts of the attached calculations.

1. The market value of the property is equal to its assessed value of \$1,255,800.
2. The outstanding principal balance on the \$1,250,000 portion of the loan is \$515,536 on August 1, 2006.

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Mr. Kevin Clougherty, Finance Director
June 6, 2006
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3. A 4% commission would be paid to a third-party broker to facilitate the sale.
4. A New Hampshire real estate transfer tax equal to .75% of the market value would be payable.
5. A New Hampshire Business Profits Tax equal to 8.5% of the gain recognized on sale would be payable.
6. There will be approximately \$150,000 of cash or marketable securities in the partnership's accounts on August 1, 2006.

Based upon the assumptions listed above, LTA estimates the City's entitlement on the \$250,000 portion of the original loan to be \$367,065.

After you have had an opportunity to review this proposal and discuss it with other interested parties, please call me and let me know how you would like to proceed.

Very truly yours,

WILLIAM STEELE & ASSOCIATES, P.C.



Thomas W. Musgrave, CPA

Enclosure

cc: Richard W. Hale w/enclosure
Peter A. Morgan w/enclosure

LOWELL TERRACE ASSOCIATES
HYPOTHETICAL SALE AND LIQUIDATION ANALYSIS
AS OF AUGUST 1, 2006

PROJECTED CASH AVAILABLE UPON LIQUIDATION

Estimated Cash and Value of Marketable Securities	150,000
Net Sale Proceeds - See Below	<u>1,196,150</u>
Estimated Cash Balance and Marketable Securities Value	1,346,150
Projected NH Business Profits Tax	(96,484)
Payoff Balance on \$1,250,000 Portion of Loan	<u>(515,536)</u>
Net Cash Available for Distribution	734,129
City's Equity Interest	<u>50.0%</u>
City's Equity Entitlement	<u><u>367,065</u></u>

HYPOTHETICAL SALE OF PROPERTY

Gross Sale Proceeds	1,255,800	Based on Assessed Value
Third-Party Commission @ 4%	(50,232)	
Real Estate Transfer Tax	<u>(9,419)</u>	.75% x 1,255,800
Net Sale Proceeds	1,196,150	
Adjusted Tax Basis of Property	<u>(61,040)</u>	
Projected Gain on Sale of Property	1,135,110	
NH Business Profits Tax Rate	<u>8.5%</u>	
Projected NH Business Profits Tax	<u><u>96,484</u></u>	

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May 3, 2007

Mr. Randy Sherman
Assistant Finance Director
Finance Department
One City Hall Plaza East
Manchester, NH 03101

Re: Lowell Terrace Associates

Dear Randy:

It was good to meet with you and the other key City department heads on Monday, April 30th in preparation of the Community Improvement Plan (CIP) Committee meeting scheduled for May 8th. I have again reviewed Tom Musgrave's letter of June 6, 2006, which outlines the history of this project and our proposal last summer.

We now have two (2) major concerns:

1. The treatment of the existing balance of the City's 1st mortgage in determining the equity in the project.
2. The current market value of the building. We are contesting the 2006 revaluation.

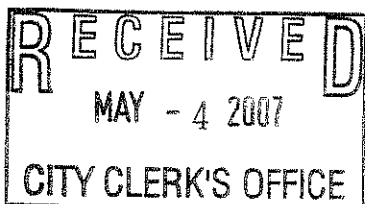
We were and are partners in saving a significant building in Manchester. We have worked closely together for over twenty-three (23) years in restoring and subsequently operating the property through good times and bad. We need to look at the deal itself and move forward to clarify the standing and term of the 2nd mortgage piece of our arrangement. There are only two (2) issues.

I look forward to meeting with the Committee on May 8th.

Sincerely yours,

Peter A. Morgan

Peter A. Morgan
Managing Partner
Lowell Terrace Associates



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Suggested Ways Forward

1. City agrees to extend term on 2nd mortgage to July 1, 2013, concurrent with the extension of the existing 1st mortgage.
2. City demands payment of the 2nd mortgage valued at one-half (1/2) the fair market value of the building without consideration that the 1st mortgage is still in place. (Current balance of 1st mortgage as of April 30, 2007 is \$470,367.12.)
 - a. The loan will fall into default as the Lowell Terrace partners do not concur on the method of valuing the 2nd mortgage.
 - b. The default provisions in the original note clearly provide the method of valuing the 2nd mortgage in the event of a default. The remaining balance of the 1st mortgage is deducted from the fair market value to establish the value to be paid to retire the 2nd mortgage.
3. City agrees that the existing balance of the 1st mortgage affects the current value of the 2nd mortgage.
 - a. We jointly agree to establish the current fair market value of the property.
 - b. The Lowell Terrace partners will proceed to arrange 3rd party financing and within ninety (90) days of 3.a. will pay off the 2nd mortgage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Majority of the Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”

be denied at this time.

The Committee notes that the business owner should work with the neighborhood and may return with a petition after addressing issue as noted in a communication from Alderman Garrity enclosed herein.

(Aldermen Garrity, Pinard and Duval in favor. Aldermen Lopez and Gatsas opposed.)

IN BOARD OF MAYOR & ALDERMEN

DATE: June 5, 2007

ON MOTION OF AID. Lopez

SECONDED BY AID. Forest

VOTED TO table.

Bill Barnes
CITY CLERK

Respectfully submitted,

[Signature]
Clerk of Committee
[Signature]

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of Parkview Street, said point being on the zone boundary line between the B-2 (General Business) zone district and the R-1B (Residential One Family) zone district, and being approximately 115 ft. easterly of the centerline of South Lincoln Street, prior to this amendment;

Thence, easterly along the centerline of Parkview Street, for a distance of approximately 130 ft. to a point;

Thence, southerly along the property line of TM 381/47, and TM 381/46, extended, for a distance of approximately 162 ft. to a point;

Thence, westerly along the property line of TM 381/47, and TM 381/49 for a distance of approximately 30 ft. to a point;

Thence, northwesterly along the zone boundary line between the B-2 (General Business) zone district and the R-1B (Residential One Family) zone district, prior to this amendment, a distance of approximately 190 ft., to a point, said point being the point of beginning.

Said description to include a portion of TM 381/47 consisting of approximately 10,280 square feet of private land, to be rezoned from R-1B (Residential One Family) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The undersigned, being in the minority vote of the Committee on Bills on Second Reading respectfully recommend, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”

ought to pass.

The minority advises that the proposed zoning, in its opinion, is consistent with the highest and best use of the property and that neighborhood concerns can be best addressed through the development process at the Planning Board level, therefore, that such rezoning should be considered subject to the Planning Board approving any plans for development of the property.

Respectfully submitted,


Alderman Mike Lopez

IN BOARD OF MAYOR & ALDERMEN

DATE: June 5, 2007

ON MOTION OF ALD. Lopez

SECONDED BY ALD. Forest

VOTED TO table.


CITY CLERK